

## **Notices Regarding Examination Proctors**

### **1. Before the Examination:**

- (1) At least three weeks before the examination, proctors must report any potential schedule conflicts to their supervisors, who in turn report to the Curriculum Section, which will arrange the schedules. Once the schedule is set, proctors must report for duty.
- (2) Proctors must report to the Examination Center at least 20 minutes before the examination time to collect the examination papers, arrange them according to student seat assignments, check the number of answer sheets and make sure these forms are the correct ones for the examination assigned.
- (3) Proctors must arrive in the classroom five minutes before the examination time, check the lights, doors and windows and report any problems. The blackboard should be erased.

### **2. During the Examination:**

- (1) Proctors must wear their ID cards near their left shoulders.
- (2) Students should be reminded of the following:
  - a. When the bell rings, students must come into the classroom immediately.
  - b. If students have forgotten their ID cards, they must go to the Examination Center to obtain a temporary one.
  - c. Except for the writing instruments needed for the examination and ID card, everything else must be placed in an orderly fashion on the two sides of the platform.
  - d. Students should check their pockets, pencil cases and the floor. Except for money they should not have any pieces of paper on their persons. Students should check the desk surface for any writing, and beneath the seat for any notes or books. If possible, such articles must be removed before the examination; if the articles prove impossible to remove, students must report the situation to the proctor before tests are distributed.
  - e. Students' pencil cases should be placed under their seats.
  - f. Students should keep the test booklets on top of the answer sheets during the examination.
  - g. Students should check the examination papers when they receive them to make sure that they are for the right course and class number and that the test booklets have the right number of pages.
- (3) Proctors then pass out the test booklet, answer sheet and answer card, and tell the students about any misprints.
- (4) After 15 minutes into the examination time, students are not permitted to enter the classroom. Within the first 20 minutes of the examination, students taking the examination may not leave the examination room. Proctors should check attendance and clearly fill out the proctor's record.

- (5) Proctors verify each student's ID card. If students do not have their cards, they must go to the Examination Center to obtain a temporary one.
- (6) Except for questions regarding misprints, students may not ask any questions. If students ask questions, proctors are to ignore them.
- (7) If there are vague questions or instructions, students are to be told that the examination has just been copied from the original provided by the instructor. Students must decide how to handle the problem. Proctors should not make any explanation of or changes to the examination.
- (8) Proctors must concentrate on the students as they proctor, walking around the classroom to prevent cheating; proctors should not sit in the front of the classroom.
- (9) If students suddenly get sick or need to use the restroom, the Examination Supervisor in the area should be called to handle the situation. If students are able to reenter the classroom within 30 minutes, they may continue taking the examination.
- (10) If the number of pages in the student answer booklet is inadequate, the situation should be handled in the following way:
  - a. If the answer sheet is required for an Accounting examination, "second page" should be written in the grade box and then stapled behind the first page.
  - b. If the answer sheet is required for an answer booklet, the cover page should be removed and the additional page(s) stapled in the booklet.
- (11) If any special situations arise, proctors should await the arrival of the Examination Supervisor, who can take the proctor's place in the classroom, allowing the proctor to leave the classroom temporarily.
- (12) In the case cheating, the records should be filled in as clearly as possible, and proctors should retain any evidence. At the end of the examination period, the proctor should bring the above items and escort the offending student to the Examination Center to handle the problem.
- (13) When the president and vice president make the rounds and inspect examinations, proctors should properly greet them and accompany them.
- (14) Proctors must not sit, lean against the wall, or stand in the doorways during examinations.

### 3. After the Examination:

- (1) Students must stop writing when the bell rings. Proctors must collect the papers and make sure all are accounted for before students leave the classroom. Students may not leave the classroom with their papers.
- (2) Students must comply with proctors when asked to do something, or they will be seen as breaking the rules.
- (3) The examination booklets and answer sheets must be separated according to

class sections. Each section should be bound with a rubber band and delivered back to the Examination Center.

- (4) Proctors should count the examination papers carefully after collecting them. If any are missing, a report should be made to the Area Examination Supervisor. If problems cannot be solved, they must be reported to the Examination Center and to the president.
- (5) All papers related in any way to the examination must be carefully collected and returned to the Examination Center when proctors leave the classroom.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***