

# Ming Chuan University Examination Regulations

Announced on May 10, 1991

Passed at the University Affairs Committee Meeting on June 17, 2004

Passed at the Academic Affairs Committee Meeting on May 12, 2011

Passed at the Academic Affairs Committee Meeting on May 3, 2012

Passed at the Academic Affairs Committee Meeting on November 28, 2013

- Article 1 Ming Chuan University Examination Regulations (herein referred to as these regulations) are established to ensure that students acknowledge and follow the appropriate procedures and rules when taking examinations at Ming Chuan University.
- Article 2 Students who wish to apply for examination leave should do so only for reasons in line with the Regulations for Students Requesting Leave. Students taking make-up examinations are to follow the Procedures for the End-of-Semester Make-up Examinations in accordance with the Calculation Standards for Students' Final Grades.
- Article 3 Students cannot enter the examination room once an examination has been underway for 15 minutes. Not until 20 minutes into the examination period are any students permitted to leave the classroom. Violators are disqualified for taking that particular course examination and will receive an exam score of zero (0).
- Article 4 Students must bring their student ID cards to the examination room and place them on their assigned desk for verification. If students did not bring their students ID cards, temporary cards may be obtained from the Examination Center before that particular examination period ends. Students who do not have their student ID card or a temporary card, may present another type of photo documentation, such as the National ID card, Health Insurance Card, Driver's License, Passport or Residence Permit for verification by the examination proctor, so they can take the examination. Violators are disqualified for taking that particular course examination and will receive an exam score of zero (0).
- Article 5 Students are assigned seat numbers for examinations and must sit in their assigned seats. Students must carefully check the examination papers that are distributed to be sure they have the correct papers and that their examination booklets are correctly identified by examination period, class number, seat number and instructor. If any mistakes are found when examining the booklet, the student should raise his or her hand and the examination

- proctor will deal with the situation.
- Article 6 Students must completely fill in the cover pages of the answer sheet and the exam booklet. Missing or incorrect information cannot be filled in later. During the examination period, students may raise their hands if there are any misprints on the examination paper and the proctor will deal with the situation, but students cannot ask the examination proctor any questions about the examination content.
- Article 7 When implementing the above regulations, the examination proctor or the examination administrator is to examine any suspicious items and deal with situations that may disturb the examination room order and any behaviors that interfere with examination fairness.
- Article 8 If an emergency arises during the examination period, resulting in a student being hospitalized, the student must bring hospital proof to obtain approval to treat the incident as a special case for leave application or grade calculation.
- Article 9 Students should remain silent inside and outside of the examination rooms. Students who linger in the examination room once they turn in their examination papers, are noisy outside of the examination room, or leave without turning in the examination paper, and do not cease such behaviors after being warned, are disqualified for that particular course examination and that course's examination score will be zero (0).
- Article 10 If any of the following examination violations occur, students will be dealt in accordance with the Ming Chuan University Merit and Demerit Procedures.
1. Except for designated examination reference books, supplementary materials, supplies, and calculators, other materials should be placed in the front or back of the classroom.
  2. Students are not to have items or equipment with communication function that disrupt the quietness of the examination room or interfere with other students' smooth completion of their examinations.
  3. Without prior permission, students are not to have electronic equipment with memory function in the examination room that interfere with the examination fairness.
  4. Students are not to have on their seating label, desk, body, writing instruments, or among their personal effects at the

examination seat any words, numbers, figures, or symbols.

5. Students are not to bring any exam-related material with them, pass notes to other students, change seats with other classmates, send another person to take the examination on their behalf, or take examination papers out of the classroom.
6. Students are not to look at the paper(s) of other classmates or show their exam papers to other classmates. Students may not communicate verbally or non-verbally with other classmates.
7. Students must listen and follow the instructions from the examination proctor or supervisor during the examination period. Students are not to disrupt order in the classroom, encourage other classmates to cease taking their examinations, or leave the examination room without the examination proctor's permission.
8. Students are not to switch examination question booklets, answer sheets, or answer cards with anyone, or write anyone else's name or student ID number or ask anyone else to write their name or student ID number on an answer sheet or card.
9. Students are not to steal examination questions and recite the examination content outside of the examination room to any examinee in the examination room.

Article 11 If students have improper behavior that are not stated in this regulation but do violate the examination room order, examination fairness, or examinee's rights, they will be punished in accordance with the Ming Chuan University Merit and Demerit Procedures according to the severance of the violations.

Article 12 Students who violate the examination regulations and are punished with an Observation or 2<sup>nd</sup> Level Expulsion, will receive a zero (0) grade for that particular course examination.

Article 13 The above regulations will also apply to any quizzes or tests held during the semester.

Article 14 Upon being passed by the Academic Affairs Committee and approved by the president, these regulations were announced and implemented.

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