

## Notices for Using Computer Cards During Examinations

Revised on May 1997

1. How to complete a computer card:
  - (1) Use an HB or 2B pencil.
  - (2) Mark answers by filling in the rectangular space.
  - (3) Fill in only one rectangle for each question.
  - (4) If erasing is necessary, it must be done thoroughly.
  - (5) Fill in the version number. (from top to bottom)
  - (6) Fill in class section code. (from top to bottom)
  - (7) Fill in student ID number. (from top to bottom) Double check.
  - (8) Each card can be used to answer 50 questions. Each question may include up to five choices: A B C D E. Examinees should select a letter for the right answer.
  - (9) Examinees should approach the proctor if they make any mistakes in completing the computer cards (ex: version number, class section number, student ID number) to receive new computer cards.
2. If computer card is not completed in accordance with regulations, grades may not be correctly calculated by the computer. Irregularities should be handled as follows:
  - (1) If examinees violate any of the regulations mentioned above, ten points will be deducted from their examination grades.
  - (2) If examinees apply for rescoring due to a mistake involving the wrong version number, after the rescoring procedure, ten points will be deducted for the mistake.
  - (3) If either of the following occurs, the item grade will be zero.
    - a. Two rectangle spaces are marked for one question.
    - b. The space is marked incorrectly. (ex: too light)
    - c. The mark extends over the rectangle space.
3. Common mistakes examinees make when completing computer cards:
  - (1) One digit of class section code or student ID number is missing.
  - (2) The inspection number for student ID number is missing.
  - (3) The version number is not marked.
  - (4) Answers are incompletely erased or marked unclearly.
  - (5) Numbers have been entered in the wrong section.
  - (6) Two rectangle spaces have been marked for one question.