

Shih Chien University Regulations Governing Student

Examinations

Amended at the 3rd session of the First Semester Academic Affairs meeting of the Academic Year
2010/2011 on November 23, 2010

Amended at the 3rd session of the First Semester Academic Affairs meeting of the Academic Year
2010/2011 on December 28, 2010

Amended at the 1st session of the First Semester Academic Affairs meeting of the Academic Year
2013/2014 on September 17, 2013

Amended at the 1st session of the First Semester Academic Affairs meeting of the Academic Year
2013/2014 on November 5, 2013

Amended at the 1st session of the First Semester Academic Affairs meeting of the Academic Year
2021/2022 on December 28, 2021

Amended at the 1st session of the First Semester Academic Affairs meeting of the Academic Year
2021/2022 on March 1, 2022

Article 1 This University has formulated these Regulations to cultivate excellent study habits among its students, reinforce accurate concepts based on honor orientation, and enhance examination services and teaching performance.

Article 2 Prior to examinations, all relevant notices must be read carefully.

Article 3 Students shall follow the instructions of proctors or supervisors. If they fail to comply with such instructions, their exam eligibility shall be suspended and the Office of Student Affairs shall take strict disciplinary action.

Article 4 Leave of absence applications shall be handled pursuant to the Regulations Governing Student Leave of Absence.

Article 5 Students shall attend examinations at the prescribed time. They shall not deliberately linger or continue to study outside the examination venue after the bell rings. Day division and Continuing Education Division students who are late by more than 15 minutes and 25 minutes, respectively, shall not be allowed to enter the venue to take their exam. If the examination time for a certain subject is only 30 minutes, students who are late shall not be allowed to enter the venue. Where students violate the aforementioned regulations, they shall receive a score of 0 even if they attend the exam.

Article 6 After entering the examination venue, students shall take their seats as instructed. Seats shall not be moved without permission.

Article 7 Except for required stationery, all textbooks, handouts, and notes shall be left at a designated location. If such items are placed on, under, or in vicinity

of desks, disciplinary action shall be taken on the grounds of violation of examination regulations.

Article 8 Jackets shall be left at a designated location if not worn. They shall not be placed on the lap or over the back of the seat.

Article 9 Students shall carry their student ID when attending exams. They cannot take the exam if they fail to present their student ID. If students realize before the exam that they forgot to bring their student ID, they may ask their academic advisor or the military instructor of their department to confirm their identity.

Article 10 Prior to the exam, students shall inspect their seats and nearby walls for handwritten notes and paper notes. If such notes are related to the scope of the exam, the proctor(s) shall be notified immediately. Failure to report such notes shall be viewed as smuggling of notes into the venue and disciplinary action shall be taken accordingly. Failure to abide by instructions of course instructors to bring textbooks, calculators, or other materials into the venue without any handwritten notes on them shall also be viewed as smuggling of notes into the venue.

Article 11 Bringing of scraps of paper or writing of notes related to the scope of the exam on stationary, desks, or chairs shall be considered a violation of the provision set forth in Article 15, Item 7 of these Regulations.

Article 12 Students shall not ask any questions during the exam. The only exception shall be questions related to exam questions not printed clearly. Students shall raise their hand to request permission from the proctor if they have such questions.

Article 13 Individuals outside the examination venue telling students exam-related contents through the doors or windows of the venue during the exam shall be considered a violation of the provision set forth in Article 15, Item 3 of these Regulations.

Article 14 Students may not hand in their exam paper and leave the venue until 30 minutes after the exam starting time (this restriction shall not apply to 30-minute exams). Students are not allowed to leave the venue without handing in their exam paper or linger in the venue after handing in their paper. Students shall refrain from making excessive noise after leaving the venue. Violators shall have their exam eligibility suspended or exam paper confiscated. Exam papers handed in after the prescribed time limit shall be invalid. Where students refuse or fail to hand in exam papers, they shall receive a score of 0 on said exam and face strict disciplinary action.

Article 15 Where students fail to comply with these Regulations, penalties shall be

imposed in accordance with the following provisions:

1. Students who violate exam rules shall receive a minor demerit.
2. Students who glance right and left or whisper during the exam shall receive a major demerit and a score of 0 for said exam.
3. Students who pass on answers shall receive two major demerits and a score of 0 on said exam.
4. Students who refuse to hand in their exam paper or smuggle their exam paper out of the venue shall receive two major demerits and score of 0 on said exam.
5. Students who cheat on the exam by using electronic communication devices shall receive two major demerits and a score of 0 on said exam.
6. Students who change seats without permission shall receive two major demerits and a score of 0 on said exam.
7. Students who smuggle notes into the examination venue shall receive two major demerits and a score of 0 on said exam.
8. Students who use an impersonator to take the exam on their behalf shall be expelled or surveilled on a regular basis based on the severity of the offense and receive a score of 0 on said subject in the respective semester.
9. Students who steal an exam paper and hand in the previously completed paper shall be expelled and receive a score of 0 on said subject in the respective semester.
10. Students who smuggle their exam paper out of the venue and hand in the paper completed by other in a deceptive manner shall be expelled and receive a score of 0 on said subject in the respective semester.
11. Students who deliberately disrupt order in the venue and thereby obstruct administration of the exam shall be expelled and receive a score of 0 on said subject in the respective semester.

Article 16 These Regulations apply to regular tests, mid-term and final exams, and other examinations.

Article 17 Matters not specifically covered in these Regulations shall be handled pursuant to relevant provisions stipulated elsewhere.

Article 18 These Regulations and all amendments hereto shall be promulgated and put into effect upon ratification by the Academic Affairs Committee and approval by the President.