

Ming Chuan University Examination Regulations

Announced on May 10, 1991

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

- 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 Requesting Leave for Students. Students who do not have approved examination leave and were absent for an examination period will receive a score of zero (0) for that course's examination. For students with approved examination leave, their make-up examinations are in accordance with the Procedures for Make-up Examinations and their final grades are 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 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 the desks for verification. If students forget 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 cards 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 proctor, so they can take the examination. Violators are disqualified for taking that particular course examination will receive an exam score of zero (0).
- Article 5 Students are assigned seat numbers for examinations and must sit

in their assigned seats; violators will receive a zero (0) grade for that particular course examination.

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 booklets, the student should raise his or her hand and the 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 proctor any questions about the examination content.

Article 7 When implementing the above regulations, the 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. If such an incident occurs, the proctor or the examination administrator is to record the violations, stop the students from finishing their examinations or take other necessary action, or send the students to be punished in accordance with the Ming Chuan University Merit and Demerit Procedures.

Article 8 If any of the following situations occur, students will be punished in accordance with Article 9, Section 11 of Ming Chuan University Merit and Demerit Procedures.

1. Students bring books, notebooks, or supplementary materials into the classroom (regardless of whether or not such material is related to the examination) and rather than putting them in the assigned place, place them near their desks.
2. Students bring in or place any items or equipment in the examination room that will interfere with other students' smooth completion of their examinations.
3. Students attempt to cheat or aid in cheating by looking at the answers of other classmates, or by showing other classmates their exam paper.
4. Students attempt to verbally or non-verbally communicate with other students.

Article 9 If any of the following situations occurs, the examination score will be zero (0) and students will be punished in accordance with Article 10, Section 1 of Ming Chuan University Merit and Demerit Procedures.

1. Students purposefully show their exam papers to other classmates or purposefully look at the paper(s) of other classmates.
2. Students communicate verbally or non-verbally with other classmates or receive the communications of other classmates during the exam.
3. Students do not correct their behavior in response to proctors' warning as outlined in Article 8 of these procedures.

Article 10 If any of the following situations occur, the examination score will be zero (0) and students will be punished in accordance with rules outlined in Article 11 and Article 13 of Ming Chuan University Merit and Demerit Procedures.

1. Students have on their desks, person, writing instruments, or among their personal effects any figures, words, symbols or numbers that can be used in answering examination questions.
2. Students have a "cheat sheet", Smartphone, or electronic equipments with memory function in the examination room.
3. Students switch examination question booklets, answer sheets, or answer cards with anyone, or ask anyone else to write their name on an answer sheet or card.
4. Students bring any exam-related material with them, change seats with other classmates, or pass notes to other students.
5. Students send another person to take the examination on their behalf.
6. Students take examination papers out of the classroom.
7. Students disrupt order in the classroom, create a disturbance or encourage other classmates to cease taking their examinations.
8. Students steal examination questions.
9. Students place books, notes, materials, cheat sheets, Smartphone, or electronic equipments with memory function related to the examination content near their examination.

Article 11 If, during the examination, students outside the classroom try to communicate with students inside the classroom about exam contents, this behavior will be viewed in the same way as passing

notes during the examination. Both the receiver and the passer (if he or she is a Ming Chuan student) will be punished in accordance with Article 10, Section 4 of Ming Chuan University Examination Regulations.

- Article 12 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 13 Students should remain silent inside and outside of the examination room. 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 qualification and that course's examination score will be zero (0).
- Article 14 The above regulations will also apply to any quizzes or tests held during the semester.
- Article 15 Upon being passed by the Academic Affairs Committee and approved by the president, these regulations were announced and implemented.