

Yuan Ze University Regulations for Student Conduct in Examinations

Passed by the 6th Academic Affairs Meeting of the 1990 School Year, July 4, 1991
Amended by the 11th Academic Affairs Meeting of the 1997 School Year, June 24, 1998
Amended by the 4th Academic Affairs Meeting of the 2003 School Year, March 3, 2004
Amended by the 6th Academic Affairs Meeting of the 2003 School Year, June 23, 2004
Amended by the 4th Academic Affairs Meeting of the 2011 School Year, March 7, 2012

1. These regulations are applied to quizzes, pop quizzes, midterm exam and final exam.
2. Students must observe the timetable for entering the exam room. Students arriving more than 20 minutes after the exam has begun shall not be permitted to enter the room. Those who have entered the exam room are not permitted to leave during the first 30 minutes of the exam.
3. Students who are unable to take the final examination due to severe illness or other incidents must submit relevant documents and apply for a leave of absence in accordance with the university's regulations within thirty days beginning from the next day of the exam. The make-up exam shall be given for only one time after being approved by the University. Those who miss examinations without approval are considered to have missed examinations.
4. Course instructors have the obligations to watch over students during an examination; students must follow the proctor's instructions.
5. All students must bring their student ID to the exam for the convenience of inspection. Those who have entered the exam room without their student ID and are unable to provide another form of identification clearly proving their identity will be asked to stop taking the exam and to leave the exam room by the proctor.
6. Students must not write (copy) relevant words, numbers, figures or symbols as signs for the correct answers on the desk, stationary or paper.
7. Except for essential stationary, all books, class materials, notes, reference materials, cell phones, pagers, or other electronic devices with the functions of storage (memory) or electronic transmission shall not be placed on the desk or around the seat (tools,

calculators or reference materials allowed by the exam instructor are exceptions for this rule).

8. Students shall follow the order of the exam site and must not: talk or whisper, look around or intend to copy other students' answers, act the way that may disturb the order of the exam site and violate the equity of examination.
9. Students shall write down detailed information on the exam paper including exam subject, date of exam, department/institute, grade/year, class title, student name and number. In the case that test questions have been too poorly printed to be legible, students may raise their hands and ask the proctor to resolve the problem; however, students shall not request the proctor to explain the meanings of test questions. Students not being graded due to the lost or damage of their answer sheets which have been handed in after the test shall be granted to take the make-up test at the regulated exam time after being informed.
10. Students are not permitted to take any exam papers from the exam room. When the exam is over, students should immediately stop writing and leave the room, whereupon they should not linger at or near the exam site any longer.
11. Students engaging in circulating scripts, changing seats, copying answers, carrying prohibited items, being an imposter, not following the proctor's instructions after being warned, intimidating proctors, or any form of misbehavior proscribed by the aforementioned Articles 6,7,8,10 may be cited by a proctor and brought to the attention of the University in accordance with its regulations governing student discipline.
12. These regulations are adopted by Academic Affairs Meeting, as shall amendments when they are made.