

Yuan Ze University Regulations for Student Conduct in Recruiting Examinations

Passed by the 5th Student Recruitment Committee of the 2003 School Year, on May 19, 2004

Amended by the 3rd Student Recruitment Committee of the 2004 School Year, on April 26, 2005

Amended by the 4th Student Recruitment Committee of the 2004 School Year, on May 19, 2005

Amended by the 2nd Student Recruitment Committee of the 2005 School Year, on October 11, 2005 Amended

by the 1st Student Recruitment Committee of the 2007 School Year, on September 13, 2006

1. Examinees shall enter the exam room with admission cards at the scheduled exam time and take the seat assigned according to their examinee numbers. Examinees shall not enter the exam room before the exam starts; examinees shall not stay outside the exam room in the hallway after the preparation bell rings. Examinees shall not be admitted into the exam room for arriving more than 20 minutes (30 minutes for the first session) after the exam begins; examinees shall not be admitted to leave the room within 40 minutes of the total duration. Examinees who enter the wrong exam room shall not leave without permission; they shall raise their hands and report to the proctor for further instructions.
2. Examinees shall put admission cards at the upper/left hand side of the desk and check the consistency among the answering sheet, assigned seat and examinee number. Examinees shall raise their hands to inform the proctor of any inconsistency or missing items.
3. Examinees shall not request the proctor to answer inquiries on test questions except for that the test questions have been too poorly printed to be legible. In that case, examinees may raise their hands and ask the proctor to resolve the problem. If an examinee accidentally drops the test paper onto the ground, he/she shall first raise his/her hands to inform the proctor and then pick it up.
4. If examinees have any of the following circumstances, their qualifications for taking the exam shall be deprived, their grades of exam subjects that have been taken shall be counted as 0, and they shall not be allowed to take any other exam subjects afterwards:
 - (1) Examinees not entering or leaving the exam room at the regulated exam time.
 - (2) Examinees being impostors or holding fake examination identities.
 - (3) Examinees exchanging seats or answer sheets with each other.
 - (4) Examinees passing on or carrying related documents or reference materials; writing (copy) relevant words or signs on the desk, admission card, body, or other objects.
 - (5) Examinees threatening other examinees to help them cheat or intimidating proctors.
 - (6) Examinees staying outside the exam room after handing in the answering sheet, disturbing the order of the exam site, and not following the proctor's instructions after being warned for twice.

5. If examinees have any of the following circumstances, their grades shall be deducted 20 points or even be counted as 0, depends on the situation:
 - (1) Examinees talking to each other during the test, intending to look at and copy other examinees' answers, or allowing others to see their answers deliberately.
 - (2) Examinees breaking or damaging the seal of the answer sheet.
 - (3) Examinees tearing out the answer sheet, writing their names or using the seal on the answer sheet to identify themselves.
 - (4) Examinees smoking, drinking or eating at the exam site and not following the proctor's instructions after being warned for twice.
 - (5) Examinees changing the answers after leaving their seats or giving their answer sheets to others to hand in for them.
 - (6) Examinees leaving the exam room with the answer sheet or test questions.
 - (7) Examinees not taking the make-up test at the regulated exam time after being informed.

6. If examinees have any of the following circumstances, their grades shall be deducted 5 points or even be counted as 0, depends on the situation:
 - (1) Examinees entering the exam room without their admission cards may be permitted to take the exam after a proctor has verified the identity. However, those who don't get their admission cards delivered before the ending bell rings or those who don't apply to the university's test administration center for the reissue of admission card before the test session begins, their grades shall be deducted 5 points or even be counted as 0.
 - (2) Examinees taking the wrong seat and answering on the incorrect answer sheet due to that they don't take the assigned seat or check the consistency among the answering sheet, assigned seat number, examinee number, test subject, and test paper before answering the test questions.
 - (3) Examinees damaging, folding, tucking the answer sheet or writing any words or symbols that are irrelevant to test answers on the answer sheet.
 - (4) Examinees not using blue or black fountain pens, or pencils to draw graphs or write words except for the special regulations of certain test questions.
 - (5) Examinees not stop writing immediately when the ending bell rings.
 - (6) Examinees not complying with the regulated procedures in answering questions.
 - (7) Examinees bringing things that may disturb the order of the exam site or affect the fairness of the test such as calculator, book, handout, pager, cell phone or any other electronic telecommunication devices, except for necessary stationary or regulated calculator for specific usage.
 - (8) Examinees entering the exam room without bringing the proof of their identities with photos such as ID cards, driving licenses, or health insurance cards.

7. Examinees not answering the test questions on the regulated answer sheets shall not be graded.

8. Examinees 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.
9. Proctors or exam administration personnel have the right to check any suspicious personal belongings and to take actions toward any misconduct that may disturb the order of the exam site or affect the fairness of the test. Examinees may be asked to provide their signatures or to be photographed as evidence, and examinees' qualifications shall be canceled if they refuse to do so. In this case, examinees shall not raise objections or ask for extra points or require an extension of exam time.
10. Any examinees who engage in any form of misbehavior not specifically proscribed by aforementioned regulations may be cited by a proctor and brought to the attention of Student Recruitment Committee for adopting appropriate measures depends on the situation. Examinees engaging in any form of misbehavior and attempting to eliminate evidence may be proved by a proctor to be true and brought to the attention of the school for adopting measures in accordance with these regulations depends on the situation.
11. If there is a postponement of the exam due to the occurring of typhoon or earthquake or other force majeure, the postponement will be announced by the school and be broadcast through TV or radio stations as well. However, examinees will not be informed of the postponement individually.
12. These regulations will be adopted by Student Recruitment Committee, as shall amendments when they are made.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.