

CJCU Student Examination Implementation Regulations

Approved on August 18, 1993 by the 14th University Affairs Meeting of Academic Year 1993 Semester 1.

Approved on May 26, 2009 by the end-of-semester Academic Affairs Meeting of Academic Year 2009 Semester 2.

Approved on December 20, 2019 by the end-of-semester Academic Affairs Meeting of Academic Year 2019 Semester 1.

- Article I During the exams, students shall abide by the directions of the course instructor or teacher proctoring the exam; otherwise, they shall be disqualified from taking the exam and shall be dealt with according to CJCU regulations and the severity of the circumstances.
- Article II Students shall report to the exam site on time. Those who arrive more than 20 minutes late shall not be allowed to take the exam. They shall be regarded as absent and given a score of zero for the exam subject. Students may turn in their exam papers and leave the site no earlier than 20 minutes after the exam begins.
- Article III Students shall have their student ID with them when taking an exam. Those who have been allocated seats by their course instructor shall sit according to the seating plan and place their student ID on their exam desk for inspection. Those who do not have their student ID with them may temporarily use their National ID or other valid photo ID. Those without any valid ID shall obtain a confirmation of their identity from their course instructor or proctoring teacher to be allowed to take the exam.
- Article IV Except for the necessary stationery, students shall not bring any reference materials, devices with calculation, communication, memory or photography functions, or 3C products into the exam site. However, designated devices approved by the course instructors shall be allowed.
Before entering the exam site, students shall place non-exam related items in the temporary storage area.
Students who bring mobile phones, tablet computers, pagers or electronic communication devices into the venue (including the temporary storage area) shall cancel the alarm setting and turn off the power. If any electronic device emits ringing, vibration, or alarm during the exam, the course teacher may deduct points at his or her discretion. If the magnitude of the situation is serious, the student may be given a score of zero on the exam subject and disciplined in accordance with the CJCU Student Reward and Disciplinary Action Regulations.
- Article V If prints on the exam questions are unclear or if students need to ask about other abnormal situations, they shall remain seated and raise their hand, and shall not leave their seat.
- Article VI Exam papers shall be kept clean and shall not be defaced or damaged. Students shall write the course title of the exam subject and their department, class, student number and name on the answer sheet.
- Article VII Unless otherwise instructed, the question papers shall be neatly folded and turned in at the lectern together with the answer sheet. After turning in their exam papers, students shall immediately leave the exam site and shall not loiter.
- Article VIII Once the bell goes off to signal the end of the exam, students shall immediately stop writing, turn in their papers and exit in an orderly manner according to the directions of the proctoring teacher. Exam papers that are turned in late shall be voided and given a score of zero.
- Article IX Unless they have turned in their exam papers, students shall not leave the exam site midway through the exam. Those who leave the site without turning in their papers

shall be regarded as absent from the exam. Those who are absent from an exam shall be given a score of zero for that exam.

Article X Students who are not participating in the exam shall not enter the exam site. After turning their exam papers, students shall not loiter, have loud discussions or make noise around the entrance or windows of the exam site. Those in violation shall be handled in accordance with the regulations of CJCUC.

Article XI Students shall maintain quiet during the exam. There shall be no cheating, such as taking the exam on behalf of someone else, using cheat sheets, attempting to peek, allowing others to peek, talking to each other, reciting answers, plagiarizing answers, allowing others to plagiarize answers or signaling cues, or engaging other objects or acts that compromise the fairness of the exam. Those in violation shall be given a score of zero on the exam subject, and shall be referred to the Office of Student Affairs for discipline in accordance with the CJCUC Student Reward and Disciplinary Action Regulations.

Article XII The Regulations are implemented upon the approval of the Academic Affairs Meeting and the University President; the same shall apply to amendments.