

CJCU Regulations for Handling Student Violation in Exam

Venues

Q1. How to deal with students looking around, attempting to peek at the answers of others, or allowing others to peek at their answers?

A: Students should be immediately and firmly stopped. Carefully observe the dynamics of the examinees for a while, and if the student repeats the offense, warn him or her that the exam papers will be confiscated if the offense is repeated. Depending on the circumstances, complete the Exam Venue Regulations Violation Report Form.

Q2. How to handle the situation when students plagiarize, pass notes, exchange answers, or reveal answers through sounds or signals?

A: If suspicious behavior is observed, stand nearby and observe the dynamics of the examinees. Collect any relevant evidence and record the incident in detail in the Exam Venue Regulations Violation Report Form. The examinee in question must also complete a self-report form.

Q3. If students mark text or symbols that are relevant to the exam on their desk, stationery, or body or have cheat sheets, how should they be dealt with?

A: Collect the relevant evidence and complete the Exam Venue Regulations Violation Report Form.

Q4. If students take photos or transmit their answers using their cell phones, how should they be dealt with?

A: If cheating is discovered, collect the content of the transmitted photo as evidence. Promptly take custody of the cell phone until the exam is over before returning the phone to the student, and complete the Exam Venue Regulations Violation Report Form.

CJCU Handling of Student Violation in Exam Venues SOP Chart

