

## **TKU Examination Hall Regulations**

Secretariat Regulation No. 1040000066 (24/11/2015)

### **Article 1**

The *TKU Examination Hall Regulations* (Herein referred to as “These Regulations”) were formulated to help students better understand the rules that must be abided by when taking part in examinations.

### **Article 2**

Apart from those for whom separate regulations have been formulated, Students who take part in examinations are bound by the regulations listed herein.

### **Article 3**

After the examination bell sounds, students must enter the examination hall immediately, and must not loiter outside the hall or classroom. After entering, they must take the seat that has been prearranged for them, or accept the seating designated or changes to seating prescribed by the exam monitors. Violators who, after receiving a warning, continue to disobey the rules will be disqualified from that particular exam in that particular course, and their score for that exam will be zero.

### **Article 4**

20 minutes after the exam commences, students will no longer be allowed to enter the examination hall (or classroom), and in the first 60 minutes of the exam, students will not be permitted to leave the hall (or classroom). Those who violate these rules will be disqualified from the examination, and will receive an exam score of zero.

### **Article 5**

Apart from the stationary items required to write, erase, or draw, and unless expressly stated on the exam paper that students may use reference material or books, all tools and such materials should be placed in a designated area, and must not be left on, under, or near the tables and chairs in the examination. Students are strictly forbidden from bringing with them any items that could jeopardize the equity and fairness of the exam, such as exam notes, mobile phones, or any other item used to store information, communicate, or access the internet. Those who violate these rules will be disqualified from the examination and will receive an exam score of zero.

### **Article 6**

When taking an exam, students must bring their student ID, which they should place on the top left hand corner of their table, so as to enable exam monitors to easily verify their identity. Those who do not bring their student ID should submit two official-sized photographs to the TKU Registration Section, which will then issue them with a temporary student ID. Those who do not bring their student ID or temporary student ID into the examination venue may instead provide another form of photograph ID that proves their identity, such as an ROC National Identification Card, National Health Insurance card, or driver's license. After the provided form of identification is verified by an exam monitor, the student will be allowed to take the exam. Those who violate these rules will be disqualified from the examination, and will receive an exam score of zero.

#### **Article 7**

In order to administer the examination, exam monitors or exam administrative staff may inspect any dubious objects and take any necessary measures to prevent examinees from disrupting exam conditions or impairing the fairness of the exam. Examinees are not permitted to raise any objections to such measures taken. Those who violate these rules will be disqualified from the examination and will receive an exam score of zero.

#### **Article 8**

On the exam paper, the examinee should write the course name, class, the course instructor's name, department, and the seat number, student number, and name as shown on the transcript card. If any of these details are left blank and the student does not receive grades for that subject, he /she will *not* be permitted to fill in the details after the exam.

#### **Article 9**

Examinees should remain quiet both inside and outside the examination hall, and must not chat with others or look at others' exam papers. Those who stay in the examination hall (or classroom) after handing in their exam and talk loudly or make noise, and, after being cautioned to stop, continue to do so, will be disqualified from the examination and will receive a score of zero.

#### **Article 10**

During the exam, if examinees come across printed exam questions that have unclear font and are difficult to read, they may raise their hand and ask an exam monitor to assist, but are not allowed to ask the monitor to explain the actual meaning of the printed question.

**Article 11**

Students taking exams must not cheat in any way, whether it be through glancing at hidden notes, passing notes, swapping seats at will, having someone take the exam for them, copying others' answers, soliciting others to cheat for them, swapping answers, swapping exam papers, or any other form of cheating. Those who violate these rules will be disqualified from the examination and will receive an exam score of zero.

**Article 12**

The exam paper must not be taken out of the examination hall by the student without permission. Those who violate this rule will be disqualified from the examination and will receive an exam score of zero.

**Article 13**

When examination time is up, students must finish writing their answers immediately. Those who violate this rule will be disqualified from the examination and will receive an exam score of zero.

**Article 14**

Examinees must not threaten the exam monitors or exam administrative staff, either in speech or behavior. Those who violate this rule will be disqualified from the examination and receive an exam score of zero.

**Article 15**

These regulations for exam procedures do not vary for those with exam clashes. However, if the exams are held in a centralized exam venue for students with exam clashes, the maximum amount of time that students can rest in between exams is half an hour, and students may only request a rest break a maximum of one time. After being recorded by an exam monitor, the time allocated for the single rest break can no longer be changed.

**Article 16**

Those with exam clashes are not allowed to leave the exam hall in between exams. During their rest break, they are not allowed to chat, use mobile phones, or any other item used to store information, communicate, or access the internet. Those who violate these rules will be disqualified from the examination and will receive an exam score of zero.

**Article 17**

Those who violate Articles 4, 5, 7, 9, 11, 12, 14, or 16 (above) will also be penalized in accordance with the *TKU Regulations on Student Rewards and Sanctions*.

**Article 18**

If examinees display impertinent behavior not covered in this set of regulations, the exam monitor or exam administrative staff must record such behavior and submit the recorded information to the Office of Student Affairs to be dealt with in accordance with the *TKU Regulations on Student Rewards and Sanctions*.

**Article 19**

This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.