

National Central University Regulations Governing Student Examinations

Amended and approved by a meeting of the Academic Affairs Committee on March 10, 1983  
Amended and approved by a meeting of the academic Affairs Committee on Oct. 14, 1983

1. These regulations have been formulated expressly to ensure that students are fully apprised of the rules and regulations that must be respected during the taking of exams.
2. Students taking exams at this University must comply with the regulations written here unless otherwise specified.
3. Prior to taking an exam, students should carefully read any announcements or bulletins relating to the exam.
4. 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 40 minutes of the exam. Violators shall receive a zero grade for the exam.
5. All students must bring their student ID to the exam and keep it displayed on the desk for the convenience of inspection. Those who have entered the exam room without their student ID but are able to provide another form of identification clearly proving their identity will be permitted to take the exam once a proctor has verified its accuracy. Violators shall have five points deducted from their exam grade.
6. Examinees are not permitted to borrow or lend stationery, books and documents or calculators during the exam; all books, class materials, notes or other reference materials or aids with the exception of calculators and stationary should be placed in the area set aside for personal possessions and may not be consulted during the exam unless the exam instructor has otherwise stipulated. Violators shall have five points deducted from their exam grade.

All electronic receivers, mobile phones, and other instruments that could disrupt the exam should be turned off during the exam. Violators shall have five points deducted from their exam grade.

7. If an examinee discovers his or her exam questions have been too poorly printed to be legible, the examinee may raise his or her hand and ask the proctor to resolve the problem.
8. Examinees should remain silent throughout the exam and may not converse with other examinees or attempt to read their answers or read their own answers aloud. Those who violate this rule after being warned by a proctor shall receive a zero grade for the exam.

Examinees are not permitted to copy anyone else's answers, pass notes amongst themselves, bring cribsheets, take the exam on behalf of someone else or engage in other forms of

misconduct at any time during the exam. Violators shall receive a zero grade for the exam; moreover, their misconduct shall be brought to the attention of the Office of Student Affairs in accordance with the University's *Regulations Governing Student Awards and Punishments*.

9. Examinees must comply with the exam rules in answering questions and are not permitted to take any exam papers from the room. Violators shall receive a zero grade for the exam.

After the exams have been collected, examinees must remain in their seats until told by a proctor to leave the room, whereupon they should not linger at or near the exam site or make loud or disruptive noises.

10. When the exam is over, examinees should immediately stop writing. Violators shall have five points deducted from their exam grade.
11. Examinees may not threaten or intimidate proctors. Violators shall receive a zero grade for the exam; moreover, their misconduct shall be brought to the attention of the Office of Student Affairs in accordance with the University's *Regulations Governing Student Awards and Punishments*.
12. Any examinee who engages in any form of misbehavior not specifically proscribed by the aforementioned guidelines may be cited by a proctor and brought to the attention of the Office of Student Affairs in accordance with the *Regulations Governing Student Awards and Punishments*.
13. The aforementioned regulations shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment to these regulations.