

National Sun Yat-sen University Guidelines for Question-Setting Procedure and Examination Marking

Approved by the 4th Graduate programs student recruitment committee meeting of 2010 Academic Year, 13/04/2010

Approved by the 1st Graduate student recruitment committee and undergraduate student recruitment committee joint meeting of 2017 Academic Year,
15/08/2018

- Article 1 "National Sun Yat-sen University Guidelines for the Question-Setting Procedure and Examination Marking (hereafter referred to as the "guidelines") are created up to provide detailed directions on administering all tasks relating to question-setting and examination marking.
- Article 2 The candidates for question-setting and examination marking are nominated by the chairman of the student recruitment committee for each recruitment unit. For graduate programs, the candidates must be current NSYSU full-time assistant processors or above; for undergraduate programs, the candidates must be current NSYSU full-time lecturers or above. Prior approval is required for nominees with special circumstances
- Article 3 For the same course subject, when there are more than two examiners conducting examination setting or marking, one of them must be nominated as the principle examiner. The principle examiner is responsible for the final compilation of examination questions and reviews. When marking examination papers, examiners must enter the score for each question in a numerical way in the scoring table. The last examiner or the principle examiner will be in charge of adding up the total scores
- Article 4 Anyone who may have a conflict of interest should avoid being involved in any examination-related tasks, this includes, when:
- (1) The examination taker is the examiner himself/herself, their spouses, or someone who is a close family member or relative.
 - (2) Anyone who may have financial or non-financial mutual benefits with a particular examination take and the relationship may affect the examination results.
 - (3) Anyone who is employed as a teaching staff at tutorial schools.
- Article 5 To avoid malpractice, question-setting examiners should only set questions for one course subject. This rule however does not apply to cross-departmental cases . Those who accept the nominations as examiners are required to grant permission for the Office of Library and Information and their departments to publish the examination papers on the website after the student recruitment for each academic year is completed.
- Article 6 To effectively determine and to identify the capability of the students, question-setting examiners must set the questions with an appropriate ratio of easy and hard questions. The proportion of different levels of difficulty should be: hard question: 20%, medium questions: 60% and easy questions 20%.
- Article 7 If more than two mistakes (including two) are found after the commencement of the printing process, the question-setting fee to the question-setting examiner will be halved.
- Article 8 To complete the marking process in time, with prior approvals from the department head and the chairman of the student recruitment committee (or executive secretary if authorized by the chairman), examiners who are given more than 500 exam papers to mark are permitted to obtain assistance from current NSYSU lecturers, executive officers or senior assistants of more than 3 year of work experience at NSYSU with no conflict of interest. Executive officers and senior assistants are only allowed to offer assistance in adding up total scores. The signature needs to be given by the examiner in the space of "signature of the principle examiner".
- Article 9 Relevant rules and regulations apply to any other outstanding issues.
- Article 10 The guidelines were approved at the NSYSU student recruitment committee meeting and complied with the Principal's approval, and so were the amendments.