

National Sun Yat-sen University Examination Code of Conduct at Examination Venues and Guidelines for Handling Examination Misconduct

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- Article 1 Examination Code of Conduct at Examination Venues and Guidelines for Handling Examination Misconduct (hereafter, referred to as 'code of conduct') are created to ensure the orderly running of examinations at examination centres and to safeguard the principle of fairness in examinations.
- Article 2 Examination invigilators or examination officers may have to take necessary actions or perform checks on suspicious objects against any event where a suspected disturbance is caused or when the fairness of examinations may be challenged. Candidates must be fully cooperative when required. Those failing to do so may lead to a penalty.
- Article 3 **Candidates can enter the examination venue after the bell rings; the candidates are not allowed to read the examination questions, write, take notes or answer the questions before the bell rings. First-time violators will have 5 points cut off the course in question; those who were previously punished will have 20 points cut off and, in serious cases, shall have more points cut or even the overall course grade lowered. Twenty minutes after the start of the examination, candidates are allowed to hand in the examination papers and leave the venue more than 40 minutes after the start of the examination. Failure to comply with the regulation will result in 'zero' point being awarded towards the examination. Candidates must follow the instructions given by examination invigilators by writing down their full names in the name list of candidates. Failure to comply will result in the examination result being void.**
- Article 4 To enter the examination venue, candidates must present their examination admission ticket and proof of ID (or a valid passport, National Insurance Card with photo identification or the original copy of the driving license). It is at the discretion of the examination invigilator to waive such requirement when an candidate fails to present valid IDs and to allow the candidate to enter the venue to sit the examination first. If the examination admission ticket is still not being delivered to the examination venue for verification (or apply for replacement ticket from the examination office) before the examination bell rings to end the examination session, a penalty of two points will be deducted from the examination. If the proof of the ID is still not delivered to the examination venue for verification before the examination bell rings to end the examination session, a penalty of three points will be deducted from the examinations. After the end of the examination, the candidate will be required to go to the examination office, accompanied by the invigilator, to sign in a declaration form and have a photograph taken for evidence.
- Article 5 Candidates must be seated at the correct and assigned seat. Before starting to answer examination questions, the candidate must make sure the ID number on the answer sheet (card), examination admission ticket, and seat numbers are the same. Also, subject name on the answer sheet (card), subject name on the question papers and the name of the examination subject must be the same. If there is any discrepancy found, the candidate must raise his/her hand to alert the invigilator. If a candidate is reported to be seated incorrectly or answering questions on the incorrectly numbered answer sheet, less than 20 minutes after the start of the examination, a penalty of 5 points will be deducted from the examination. If such mistakes are reported more than 20 minutes after the start of the examination, a penalty of 20 points will be deducted from the examination. Depending on the circumstances, more severe penalties including awarding a zero examination mark may be imposed.
- Article 6 Use blue or black (including pencils) ink on the answer sheets for writing or drawing diagrams. Failure to comply will result in a penalty of 10 points being deducted from the examination. Depending on the circumstances, more severe penalties including awarding a zero examination mark may be imposed. For examinations that require the completion of an answer card, the use of a 2B pencil is recommended. The use of Tipp-ex is not allowed. Candidates are fully responsible for the consequence when the answer checking machine fails to read a damaged answer card or the writing is unclear. Under no circumstances can any changes be made.
- Article 7 Candidates are permitted to bring the stationary items mentioned, erasers, transparent desk mats, tipp-ex and

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watches (without the calculation functions). Carrying items of books, paper, calculators (depending on the specific rules of individual departments.), or any communications, storage or reception device (i.e. PDA, electronic translation device, iPad, wearable devices) which may cause disturbances or affect the fairness of examinations are forbidden. Candidates requiring to wear personal medical devices such as hearing aids must inform the examination officer in advance and be checked. Failure to comply will result in a penalty of 5 points being deducted from the examination. Depending on the circumstances, more severe penalties including awarding a zero examination mark may be imposed. Devices which are found in violation of any examination rules will be confiscated and may be returned to the owner after the examination at the discretion of the invigilator.

- Article 8 If the examination paper is found poorly printed during the examination process, candidates should bring this to the attention of the invigilator by raising a hand. Candidates cannot request the invigilator to explain the questions on the papers.
- Article 9 Candidates must answer questions on the required answer sheet (cards) and keep the sheet (card) clean and tidy. Candidates are prohibited from making any alteration or changes to the seating numbers or barcodes printed on the answer sheet (card). Do not damage or smudges the answer sheet (card) or intentionally write down any information which may disclose the identity of the candidate or any irrelevant words or symbols. In violation of any of the above-mentioned rules, a penalty of 10 points will be deducted from the examination. Depending on the circumstances, more severe penalties including awarding a zero examination mark may be imposed.
- Article 10 Candidates are strictly prohibited from cheating by conversing with other candidates, peeking, copying, passing answers, carrying or exchanging answer sheets (cards). Do not signal answers to other candidates. Violating the rules will result in a penalty or a mark of zero for the examination.
- Article 11 No eating, use of tobacco, or causing a disturbance to other candidates is allowed in the examination venue. A violation of the rules will result in a penalty of 2 points being deducted from the examination. Candidates who re-offend after the first warning was issued will be asked to leave the examination venue and subject to a penalty or being awarded zero marks for the examination. For severe cases, candidates may be disqualified from the examination.
Candidates with a specific medical needs for taking medication during the examination process must inform the examination office of such circumstance with appropriate proof of documents. Medication may be taken with the assistance of the invigilator. A violation of the rule may result in above-mentioned penalties.
- Article 12 Candidates must stop writing immediately after the end of the examination bell rings and remain seated and be ready for invigilators to collect the answer sheet (card). Candidates who carry on writing after the end of the examination bell rings will face a penalty of 10 points being deducted from the examination. Candidates who disregard a first warning and carry on writing will face a further penalty of 10 points being deducted from the examination. For severe cases, candidates may be awarded zero marks for the examination.
- Article 13 Candidates are not allowed to take question papers or answer sheets (cards) out of examination venues. Candidates who violate this rule will be awarded zero marks for the examination.
- Article 14 Having handed in their answer sheets (cards) and exited the venues candidates are prohibited from hanging around outside of the examination venue, making noises, or announcing answers or providing answers to other candidates who are still at the examination venue. Candidates who fail to respond to warnings will be awarded zero marks for the examination.
- Article 15 Candidates are strictly prohibited from seeking other candidates to sit an examination for them with forged IDs. Candidates who violating this rule will be disqualified from the examination. All candidates involved in such offence will be sent to relevant offices for further investigation.
- Article 16 Candidates who impose threats on other candidates to provide assistance to cheat or threaten invigilators with verbally or physically abusive acts will be disqualified from the examination.
- Article 17 The minimum exam score after imposing all penalties due to violation of examination rules is limited to zero
- Article 18 In the event that a candidate, who sits a transfer entrance examination, is found and proven to be cheating, the case will be reported back the current academic institution of the candidate for appropriate action to be taken.
- Article 19 A candidate who violates examination rules with any other malicious intent or cheating techniques that are not listed in these rules will be reported to the student recruitment committee by invigilators. Appropriate actions will be taken depending on the severity of the violation.

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