

Kaohsiung Medical University

Regulations for School Examinations

Feb. 24, 1994	Amended and approved at the 8 th . legal affair meeting academic year 1993
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- 1 All Examinations covering midterm exams, final exams, and make-up tests are pursuant this Regulations.
- 2 Invigilators are authorized with the power to examine or make placement on items or certificates which is suspected to infringe the equality of test and order, in order to execute the regulations specified in the Regulations. All students shall not request for extra points or lengthening of test time. All students should be seated in assigned position and not allowed to change or move to other seats without the permission of the invigilators.
- 3 Observed with any of the following situations, the student's score in exams would be annulled.
 - (1) Students who take exams do not arrive 15 minutes before exams start or stay no more than 30 minutes after exams starts.
 - (2) Students who take exams leave their seats without permission, leave their seats and change their answers without handing in exams sheet to the invigilator.
 - (3) Students is regarded as cheating when they:
 - i. carry with them that communicates or shows the relevant information such as words and symbols of the test.
 - ii. have written information such as words or symbols on the stationaries, cloth or their bodies.
 - iii. plagiarize, communicate or exchange answer with one another.
 - iv. send signals with voice or other messages to indicate the answer.
 - v. show one another the answers
 - vi. intentional peeping the answers of others or intentionally offer other the means to peep the answer.
 - (4) Students have meals, chew guns and smoke, talk, break the order of the test or interfere others doing test with behaviors of any kind.
 - (5) Students interfere or violate other students, invigilators, or test committer's personal rights, or interfere the test order and impede the justice of test.
 - (6) Students stain the answering sheets or answering cards by putting irrelevant words, symbols and nots on it.
 - (7) Students cheat in others name or force others to cheat, have the invigilator to cheat with them, conduct collective cheating and cheat by means of electric device.
 - (8) At the end of test, students intentionally defer to hand in their test sheet or keep writing on the test sheet.
 - (9) Students stay nearby read out loud the answer to instruct others in the test room.
 - (10) Students do not hand in test sheet, answering sheet and answering cards and take out of the test room. On circumstances of illness, student who need to take medicine or drink water shall be accompanied by invigilator and inform the test committee in advance with certifying documents. Violators shall be punished with precedent items.
- 4 Except for stationaries, students are not allowed to bring with them any reference, including

devices that have the function to calculate, communicate or record while only one circumstance would be exempted from the rule on condition that students have the instructor's permission. Students who take exams should place other irrelevant items not used for the test on either side of the platform, or put them outside or at the back of the classroom. All the items placed in the test room including watches and other unapproved personal medical devices such as hearing aids, shall not make sound to interfere the test.

- 5 Students who take exams shall prepare their own stationery but shall not bring any unauthorized materials such as calculators or electronic devices that can go online. The authorized materials by the instructor of that subject are not restricted to this rule.
- 6 Students who take exams should carry with them their student card and placed it on the desk for investigation. Student ID is replaceable with library card, or Identity Card or any other valid cards with photo on it. For those who have no other valid card for investigation, with invigilator's check with approval, students could take the test.
- 7 Students should mark their student number and names on the test sheet.
- 8 Students who take the test can raise hands to indicate the invigilators and wait for the major invigilator arrive whenever there are vague prints and typos which may incur misunderstanding.
- 9 Students who take the test falling to illness can take sick leave with invigilator's company to nearby Chung-Ho Memorial Hospital for treatment. If the elapse of time does not exceed the total of examination time, the student can return to finish the test. If the elapse of time surpasses 1/3 of the total of examination time, the students should not return for the test. The student's test will be marked with sick leave.
- 10 Students who take exams and violate the rules of the aforementioned would receive penalties in accordance with Student Rewards and Punishments Standards and other relative regulations.
- 11 This guideline shall be enforced upon announcement date and may apply upon amendment.