

National Chung Hsing University Regulations for Admission Exam Venues and Procedures for Handling Violation

Enacted in the 330th Administrative Meeting on Sep. 19th, 2007

Amended (Articles 5, 8-10 & 13) in the 372nd Administrative Meeting on Sep. 12th, 2012

Amended (Article 25) in the 380th Administrative Meeting on Sep. 4th, 2013

Amended in the 1st Student Recruiting Committee Meeting for the 2016 Academic Year on Sep. 17th, 2015

Amended in the Student Recruiting Committee Meeting for the 2018 Academic Year on Sep. 13th, 2017

Amended (Article 5) in the Student Recruiting Committee Meeting on Aug. 27th, 2019

Amended (Articles. 4, 10, 12–15, 19 & 21) in the Student Recruiting Committee Meeting on Jan. 18th, 2023

Amended (Article 8) in the Student Recruiting Committee Meeting on Feb. 23rd, 2023

Article 1 In order to maintain order in the exam venues and ensure fairness in the admission exams, the "Regulations for Admission Exam Venues and Procedures for Handling Violations" (hereinafter referred to as "these Regulations") are established.

Article 2 To ensure the enforcement of these regulations, examination invigilators or personnel are authorized to take prompt and necessary actions to manage any situations that may disrupt the order of the examination venue or compromise the fairness of the exam. They also have the right to inspect any suspicious items. The examinee must fully cooperate; failure to do so will result in a report and may lead to further disciplinary action, depending on the severity of the situation.

General Provisions

Article 3 Examinees will have their examination eligibility revoked if they engage in any of the following behaviors:

1. Having someone else take an exam on their behalf or using counterfeit documents to sit for the exam.
2. Threatening other examinees or invigilators to assist in cheating.
3. Engaging in collective cheating.
4. Engaging in electronic communication for cheating.

Article 4 Examinees will have their total score for the subject deducted if they engage in any of the following behaviors:

1. Bringing in, copying, transmitting, or exchanging answer sheets (cards).
2. Reciting or using codes to communicate answers to others.
3. Intentionally allowing others to view and copy their answers.
4. Engaging in conversation with others and refusing to stop when instructed.
5. Attempting to view another examinee's answers or attempting to assist others in doing so, and refusing to stop when instructed.

Article 5 Before entering the examination venue, examinees must ensure that their mobile phones are turned off (or have the batteries removed) and that the alarm functions on their watches are deactivated. Once inside, all items

except for the admission ticket and necessary exam materials must be placed immediately in the designated temporary storage area. If an examinee brings any of the following items into the examination venue (including the temporary storage area), the following actions will be taken based on the specific circumstances:

1. If the item emits noise or disrupts the order of the examination venue, 2 points will be deducted from the examinee's score for that subject.
2. If an examinee uses personal medical devices, such as hearing aids, without prior inspection by the examination personnel or invigilators, 2 points will be deducted from their score for that subject.
3. If books, papers, or any electronic devices with communication, memory, or message transmission functions (such as mobile phones, PDAs, electronic translators, iPads, wearable devices, etc.) are placed in drawers, under desks or chairs, beside the seat, or carried by the examinee, 5 points will be deducted from their score for that subject.
4. Unless the department or institute specifies that a calculator is allowed for certain subjects, examinees are not permitted to bring a calculator into the examination venue. If a calculator is used in violation of this rule, 5 points will be deducted from the examinee's score for that subject.

If any violations listed earlier are deemed serious, the penalty may increase, or the examinee's total score for that subject may be reduced.

Article 6 Examinees are prohibited from eating, drinking, smoking, chewing gum, or engaging in any behavior that disrupts the order of the examination venue or affects other examinees' ability to concentrate. For first-time offenders, 2 points will be deducted from their score for that subject. Repeat offenders will be required to leave the examination venue, and their total score for that subject will be nullified. In cases of serious violations, the examinee's eligibility to take the examination will be revoked. If an examinee urgently needs to drink water or take medication during the exam due to illness or other special reasons, relevant documentation must be submitted for approval before the exam begins. With the assistance of the invigilators, the examinee may then drink water or take their medication. Any violations of this requirement will be addressed according to the provisions outlined in the previous article, based on the severity of the situation.

Pre-entry and Pre-examination Instructions

Article 7 Examinees may enter the examination venue when the preparation bell rings. However, before the exam begins, they are not allowed to review the exam questions, write, mark, or answer any questions. Violators will have 5 points deducted from their score for that subject. If the behavior continues

after being instructed to stop, the examinee's total score for that subject will also be deducted. Examinees will not be allowed to enter the examination venue 20 minutes after the exam has started. If an examinee attempts to enter after this time and is stopped by the invigilators but persists in entering, their score for that subject will be recorded as zero.

Article 8 For each examination session, examinees must bring their admission ticket and the original copy of identification (acceptable forms of identification include the National Identification Card, a photo health insurance card, a driver's license, a certificate of disability issued in the Republic of China, a passport, or Alien Residence Certificate) to the examination venue. If it is found that an examinee's identity does not match the registration information, they will not be allowed to sit for the exam, and the examinee may not raise any objections. If an examinee fails to bring their admission ticket or identification documents, the following actions will be taken:

1. If an examinee fails to bring their admission ticket to the examination, the invigilator shall verify their identity using an official identification document. If the examinee's identity is confirmed without discrepancy, they shall be permitted to take the exam. However, if the admission ticket is not delivered or an application for re-issuance is not submitted before the end-of-exam bell rings, two points shall be deducted from the examinee's scores for all subjects on that day.
2. If an examinee fails to bring an identification document to the examination, the invigilator shall request the exam personnel to take a photograph for record-keeping before allowing the examinee to take the exam. However, if the identification document is not delivered before the end-of-exam bell (or chime) rings, two points shall be deducted from the examinee's score for that subject. The examinee is required to personally present the original copy of their identification document to the university's admissions office for verification within two business days. If the verification process is not completed within this time frame, the examinee's scores for all subjects will not be counted.

Article 9 Examinees must take their seats according to the examination room and the number indicated on their admission ticket. Before beginning to answer any questions, they should carefully verify that the seat number matches the number on their admission ticket. If there is a discrepancy, examinees should promptly raise their hand and ask the invigilator to resolve the issue.

1. If an examinee realizes after starting to answer the questions that they have taken the wrong seat in the same examination room, the following steps will be taken:

- (1) If the examinee discovers the mistake themselves, two points will be deducted from their score for that subject.
 - (2) If the mistake is discovered by the invigilator, five points will be deducted from the examinee's score for that subject.
 - (3) If the invigilator discovers that the examinee has exchanged seats with another examinee, their entire score for that subject will be deducted.
2. If an examinee realizes after starting to answer the questions that they have entered the wrong examination room, the following steps will be taken:
- (1) If the mistake is discovered within 20 minutes of the exam start and in the same examination zone, the exam personnel shall accompany the examinee to the designated examination room, and the procedures outlined in the previous items shall apply.
 - (2) If the mistake is discovered after 20 minutes from the start of the exam or if the examinee is in a different examination zone, their entire score for that subject shall be deducted.

Article 10 Before answering the questions, examinees should first ensure that both the question booklet and answer sheet (card) are complete and undamaged. They should also verify that the admission ticket number on the answer sheet (card) is correct. If there are any omissions, damage, or errors, examinees must immediately raise their hand and ask the invigilator to resolve the issue. If an examinee discovers after starting to answer the questions that they have used the wrong answer sheet (card), the following steps shall be taken:

1. If the examinee discovers the mistake themselves, two points will be deducted from their score for that subject.
2. If the mistake is discovered by the invigilator or exam personnel, five points shall be deducted from the examinee's score for that subject. Additional penalties may be imposed depending on the circumstances, including the deduction of the entire score for that subject

Answering

Article 11 Examinees must adhere to the instructions given by the invigilator and cooperate in verifying their admission ticket and identification document. Examinees are not permitted to refuse this process or to request additional points or an extension of exam time based on it. Depending on the circumstances, noncompliance may lead to disciplinary action.

Article 12 The examinee shall maintain the cleanliness and integrity of the answer sheet (card). Violations shall be handled according to the following regulations:

1. Anyone who tears or alters the admission ticket number or barcode on their answer sheet (or card) shall have their entire score for the subject deducted.
2. If anyone intentionally soils or damages the answer sheet (card), displays their identity or name, or writes any symbols or characters unrelated to the answers on the answer sheet (card), five points shall be deducted from their score for the subject. Depending on the severity of the situation, further penalties may be imposed, including the deduction of the entire score for the subject.

Article 13 Examinees are required to use a black or blue pen to write on the answer sheet, and it is recommended to use a 2B pencil for marking the answer card. Answers must be written according to the instructions provided in the test booklet and on the answer sheet (or card). Violations shall be dealt with according to the following regulations:

1. If the answer sheet is not written using a black or blue pen, five points shall be deducted from the examinee's score for the subject. However, if there are specific instructions for answering any subject, those instructions shall take precedence.
2. Examinees must write their answers within the designated answer area. Answers written in the test booklet or outside the designated answer area, or any violations of other answering instructions, shall not be scored. Depending on the severity of the violation, additional penalties may be imposed.
3. If an examinee's answers are illegible due to poor handwriting or missing question numbers, that portion shall not be scored.
4. The markings on the answer card shall be dark and clear and shall completely fill the answer boxes. They shall not extend beyond the boxes, and the answer card shall remain undamaged. Any corrections shall be made using a soft eraser; correction fluid or tape shall not be used. If the machine cannot correctly identify the answers due to improper marking, the examinee shall be held responsible, and no remedial actions shall be allowed for any reason.

Article 14 During the exam, if an examinee finds that the printing on the test booklet is unclear, they shall raise their hand and request the invigilator's assistance in addressing the issue. However, the examinee shall not ask for clarification on the questions. If the answer sheet (or card) or any stationery accidentally falls, the examinee shall raise their hand to notify the invigilator before picking it up. Failure to do so may result in disciplinary action, depending on the severity of the situation.

- Article 15 Examinees shall not copy answers on any part of the answer sheet (or card) or test booklet other than the designated areas. Those who violate this rule will have five points deducted from their score for the subject. If an examinee forcibly takes out copied answers before the end of the exam session, their entire score for the subject shall be deducted.
- Article 16 Examinees may not modify their answers once they leave their seats without the invigilator's permission. Violations shall result in five points being deducted from their score for the subject, and, depending on the severity of the violation, further penalties, including the deduction of the entire score for the subject, may be imposed. Examinees who need to temporarily leave their seats due to illness or other reasons, such as using the restroom, must seek permission from the invigilator and be accompanied by them while outside the room. Depending on the specific circumstances, violations of this rule may result in penalties similar to those mentioned in the previous clause. Examinees who receive treatment or attention during the exam shall be allowed to continue if it has not yet concluded; however, they may not request an extension of time or a make-up exam.
- Article 17 Examinees shall cease writing immediately when the exam-ending signal (bell/clock) sounds. Violations shall be dealt with as follows:
1. Examinees who continue to write answers shall have two points deducted from their score for the subject.
 2. Examinees who continue to answer after receiving a warning shall have an additional three points deducted from their score for the subject.
 3. In cases of serious violations, additional penalties may be imposed, which may include further point deductions or the complete removal of the examinee's score for the subject.

Examination Room Exit Procedures

- Article 18 Once examinees have entered the examination room, they shall not leave within 60 minutes after the exam commences; violation of the rule may result in a zero score for that subject. Should an examinee forcibly leave despite being stopped by the invigilator, their examination qualification shall be canceled. Examinees who, due to illnesses or other special reasons, have received approval from the invigilator to leave within the first 60 minutes after the exam begins shall be escorted by examination personnel to a designated area where they shall remain until 60 minutes have passed from the start of the exam. Any violations will be addressed according to the severity of the situation, following the regulations outlined in the previous article.

Article 19 Before leaving the examination room, examinees shall submit their answer sheets and question booklets to the invigilators for verification. Failure to do so shall result in a deduction of 5 points from the examinee's score for that subject. Additionally, if an examinee attempts to remove their answer sheet or question booklet from the examination room without authorization, their entire score for that subject shall be deducted.

Article 20 Examinees who leave the examination room after 60 minutes from the start of the exam but before the end-of-exam bell shall not loiter near the examination venue, speak loudly, or read aloud their answers. Those who fail to comply after being admonished shall have their entire score for that subject deducted.

Others

Article 21 If an examinee's answer sheet (card) is lost within the examination venue or after the exam, the examinee must retake the exam in accordance with the regulations. Failure to comply will result in a score of zero for that subject.

Article 22 The regulations outlined herein stipulate that any deductions applied to an examinee's score due to violations shall not reduce the score below zero.

Article 23 Matters not specified herein that affect the fairness of the examination, the order of the examination venue, or the rights of examinees shall be referred to the university-level Student Recruiting Committee for discussion and appropriate action based on the circumstances.

Article 24 Any examinees discovered to have committed significant fraudulent acts in violation of these regulations shall have the matter reported to their affiliated school or institution for appropriate disciplinary action. If such misconduct harms the University's interests, the University shall initiate legal proceedings to seek compensation for the damages incurred.

Article 25 These regulations shall be implemented upon approval by the university-level Student Recruiting Committee and subsequent ratification by the President. The same procedure applies when amendments are made.