

## Midterm and Final Examination Preparation Policy

1. Teachers should fill out the percentage weight for each assessment item of the course online within the time period. In addition, submit the examination information online, such as participation in the unified examination period and collection location for the examination question papers. Courses for which examination information is not provided prior the deadline are viewed as participating in the unified examination week, during which the examination period is 80 minutes.
2. For any examination information that requires revision after the deadline due to special circumstances, a report must be submitted to request this revision. The report should be addressed to the department, be reviewed by the Academic Affairs Division, and reported to the president for approval prior to any revision. The revised information must not only be posted online, the responsible faculty member should inform each student in his/her class to acknowledge the change.
3. Courses that do not participate in the unified midterm and/or final examination, yet hold learning assessments within the class period, also need to submit the examination questions online. Not only can this be integrated into the Faculty e-portfolio, it can be used in relevant analyses.
4. When participating in the unified examination period, please note the following when setting up the examination questions:
  - (1) Please upload the examination questions according to the Deadline for Submitting Exam Question Sheets.
  - (2) The uploaded examination paper should be in PDF format.
  - (3) You can download the format of the examination paper online from the Staff and Faculty System. Please double check the information provided, such as the class section, the course name, page numbers and faculty member's name.
  - (4) Mark whether or not calculator is allowed. If this box is not marked, it will be viewed as "calculator is allowed".
  - (5) Mark whether or not students are to "Answer only on this examination paper". If this box is not marked, it will be viewed as "answer in the answer booklet".
  - (6) If the examination paper includes any diagrams or pictures, do not use ones with complex backgrounds or multiple colors, as they do not reproduce well.
  - (7) When writing the examination questions for the same course, if the

exam periods for that course are different, the examination questions for those two exam periods must also be different.

- (8) When writing the examination questions for the same course, yet offered on different campuses, it is suggested to give different examination questions.
- (9) The examinations should cover the material taught and be answerable in the time allotted for the examination.
- (10) To save on paper, no unnecessary space should be left in the layout of the examination paper.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***