

Important Notice of Examination Regulations

1. Even though the final examination is administered by the responsible faculty member during the originally scheduled class period and classroom, students still need to follow the examination regulations; do not take any chances for violating. Please promote and proctor precisely.
2. Before the exam papers are distributed:
Remind students to check their surroundings, the top of their desks, and inside their pockets, whether there are papers or notes. If there are words written on the desk, erase them or report the situation to the proctor.
For comprehensive examinations, please have the students check where they are in the correct exam room and in the correct assigned seat.
3. Please remind students that there should be no telecommunication or electronic devices with memory function, smartphones, and wearable devices with them. Violators will be dealt with according to relevant university regulations.
4. If students violate the examination regulation and cheat on an exam, the procedure for dealing with this is as follows:
 - (1) Please collect and save the relevant evidence or save the taken photo.
 - (2) Please fill out the Examination Violation Form and explain how you handled the situation. (Academic Affairs Division Webpage/ Forms)
 - (3) Inform the secretary to contact the student about filling out the Student Report. (Academic Affairs Division Webpage/ Forms)
 - (4) Please submit the Examination Violation Form and the Student Report, along with the supporting documents to the Taipei Curriculum Section. (Ms. Yu, Ya-Chen)/ Taoyuan Academic Affairs Section Ms. Lee, Hui-Yu)
 - (5) The official documents are to be countersigned by the Student Affairs Division.
 - (6) The Student Affairs Division holds an Awards and Punishment Meeting and based upon the decision, the student is penalized.
5. Before recording an absence, please double check the student roster and complete the exam absence record before the eighteenth week, Sunday, 17:00 pm, January 14, 2024 as it effects the student's right for applying for exam leave and grade calculation. Students should complete the exam leave procedures within 2 days after the teacher records an exam absence.
6. Students absent for a final exam should complete the process to be approved for an exam leave. Then the final makeup exam is arranged between the teacher and the students.
 - (1) Students can inquire the leave result from the Exam Absence Record System/ Final Makeup Roster.
 - (2) Please submit the makeup exam score in the Makeup Exam Grade Entry System.
7. Please submit the daily and final exam grade in the nineteenth week, before 1:00 pm on Friday, January 19, 2024.