

# Ming Chuan University Examination Regulations

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Passed at the University Affairs Committee Meeting on June 17, 2004  
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- Article 1 Ming Chuan University Examination Regulations (herein referred to as these regulations) are established to ensure that students acknowledge and follow the appropriate procedures and rules when taking examinations at Ming Chuan University.
- Article 2 A student who, due to official leave, sickness, bereavement, or severe incidents, cannot take the scheduled examination, should provide proof documentation to the instructor to apply for examination leave. Upon approval of the instructor, the student should take the make-up examination at the location and time arranged by the instructor. The instructor should process the grade according to the regulations.
- Article 3 Students should take the examinations at the time arranged by the instructor. Violators are disqualified for taking that particular course examination and will receive an exam score of zero (0).
- Article 4 As to confirm students' identity, students should provide documentation required by the instructors to prove that they are the students themselves during the examinations. Violators are disqualified for taking that particular course examination and will receive an exam score of zero (0).
- Article 5 When taking an examination, students should seat in the assigned classroom, in the assigned seat arranged by the instructor. Violators are disqualified for taking that particular course examination and will receive an exam score of zero (0).
- Article 6 Students must completely fill in the cover pages of the answer sheet and the exam booklet. Students are responsible for any missing or incorrect information that results in no score for that course.
- Article 7 When implementing the above regulations, the instruction is to examine any suspicious items and deal with situations that may disturb examination room order and any behaviors that interfere with examination fairness.
- Article 8 If any of the following examination violations occur, students will be dealt with in accordance with the Ming Chuan University Merit and Demerit Procedures.
1. Aside from designated examination reference books, supplementary materials, supplies, and calculators, other materials should be placed in the location assigned by the instructor.
  2. Students are not to have items or equipment with communication function

that disrupt the quiet of the examination room or interfere with other students' smooth completion of their examinations.

3. Without prior permission, students are not to have electronic equipment with memory function in the examination room that interferes with examination fairness.
4. Students are not to have on their seat, desk, body, writing instruments, or among their personal effects at the examination seat any words, numbers, figures, or symbols.
5. Students are not to bring any exam-related material with them, pass notes to other students, change seats with other classmates, send another person to take the examination on their behalf, or take examination papers out of the classroom.
6. Students are not to look at the paper(s) of other classmates or show their exam papers to other classmates. Students may not communicate verbally or non-verbally with other classmates.
7. Students must listen and follow the instructions from the instructor during the examination period. Students are not to disrupt order in the classroom, encourage other classmates to cease taking their examinations, or leave the examination room without the instructor's permission.
8. Students are not to switch examination question booklets, answer sheets, or answer cards with anyone, or write anyone else's name or student ID number or ask anyone else to write their name or student ID number on an answer sheet or card.
9. Students are not to steal examination questions or recite the examination content outside of the classroom to any students still taking the examination inside the classroom.

Article 9 If students have any improper behavior that is not mentioned in these regulations but does violate the examination room order, examination fairness, or examinee's rights, they will be punished in accordance with the Ming Chuan University Merit and Demerit Procedures according to the seriousness of the violations.

Article 10 Students who violate examination regulations and are punished with an Observation or 2nd Level Expulsion, will receive a zero (0) grade for that particular course examination.

Article 11 The above regulations will also apply to any quizzes or tests held during the semester.

Article 12 Upon being passed by the Academic Affairs Committee and approved by the president, these regulations were announced and implemented. Any revision

must follow the same procedures.

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