

Chung Yuan Christian University (CYCU)

Examination Rules

Passed by the 706th Administrative Coordination Meeting on April 13, 1996.
Amended by the 765th Administrative Coordination Meeting on June 14, 2001.
Amended by the 855th Administrative Coordination Meeting on October 2, 2008.
Amended by the 871st Administrative Coordination Meeting on February 8, 2010.
Amended by August/25th, 2016, Official Letter No. 1050002657 (Yuan-Mi-Tzu)
Amended by the 988th Administrative Coordination Meeting on March 3, 2021.
Amended by the 1002nd Administrative Coordination Meeting on July 7, 2022.

- Article 1 Students should arrive at their exam rooms punctually. They will not be allowed to enter more than forty (40) minutes past the scheduled starting time. Once an exam has started, students are not allowed to leave the exam room during the first forty-five (45) minutes of the exam. Violators will receive a grade of zero for the exam.
- Article 2 The invigilator shall take necessary measures against acts that may disturb the order of the examination room and obstruct the fairness of the examination, and the student shall fully cooperate. Violators shall be punished in accordance with the school regulations.
- Article 3 Students must sign on the "Test room record sheet" in order or follow the instructions of the invigilator to confirm. Violators will be treated as absent.
- Article 4 Once seated, students shall display their photo identification card (or student ID, driver's license) on the desk for the test invigilator to check. Students who do not hold any proof of identification will not be permitted to take the exam before the invigilator checks students taking courses to confirm, or reports to the Curriculum and Registration Division. If there is an imposter who substitutes for the exam, the exam qualification of the course will be cancelled. Depending on the severity of the case, it will be dealt with according to the school regulations.
- Article 5 Students may bring only writing instruments and such materials as needed. Unless otherwise instructed by the instructor, students shall not bring textbooks, notes, handouts, or any electronic devices capable of storing text, calculating numbers, sending/receiving messages, or causing disturbance in the exam. Violators will be subject to CYCU rules and regulations.
- Article 6 During exams, students must turn off cell phones and shall not take any electronic devices to their assigned desks, unless permitted by the instructor of the class for which the exam is being taken. Violators will be subject to University rules and regulations.
- Article 7 Students who take two exams shall not leave the classroom during the exam period of each subject. It is also not allowed to talk, use mobile phones or other items with functions such as communication and Internet during breaks. Violators will be punished according to school regulations.
- Article 8 Students may raise their hands to seek assistance from the test invigilator concerning the exam questions if they are printed unclearly or difficult to read. Asking to explain the content of exam questions is not permitted.
- Article 9 Students shall refrain from any cheating behavior such as reading someone else's paper, speaking with another student, plagiarizing, bringing or passing

notes, or reading answers out loud, etc.

- Article 10 Students shall leave the exam room area immediately after completing and turning in the exam paper to prevent students still taking the exam from being distracted and disturbed. Students who are told but refuse to leave will receive a grade of zero for the exam.
- Article 11 Students must hand in the exam paper when the signal is given. Failure to do so will result in receiving a grade of zero for the exam.
- Article 12 Students who fail to show up at the exam with an unexcused absence or exit the exam room without handing in the exam paper will result in receiving a failing grade in which the exam was missed.
- Article 13 If a student engages in any improper conduct or cheating behavior other than those listed above, the instructor has the responsibility to notify the CYCU Office of Academic Affairs. Violations of test taking rules and regulations will be subject to CYCU rules and regulations.
- Article 14 The Guidelines shall take effect after they are approved at the Academic Affairs Meeting and announced by the President. The same shall apply to all subsequent amendments.