

Examination Regulations

Wenzao Ursuline University of Languages

Amended and approved at the Executive Committee Meeting on April 11, 2001

Ratified by the President on April 12, 2001

Amended and approved at the Academic Affairs Committee Meeting on Oct. 15, 2003

Ratified by the President on Oct. 29, 2003

Amended and approved at the Academic Affairs Committee Meeting on July 29, 2013

Ratified by the President on Aug. 30, 2013

Amended and approved at the Academic Affairs Committee Meeting on March 11, 2014

Ratified by the President on April 2, 2014

- I. Students in the first to third years of the 5-year Junior College must attend examinations in uniform. Students in the fourth and fifth years of the 5-year Junior College and students of the 4-year College must bring their student IDs to attend examinations. The student IDs should be displayed on the desks for verification. Students without student IDs should obtain temporary IDs at the Registration Section of the Office of Academic Affairs before the examinations; otherwise, they will not be allowed to sit for the examinations.
- II. Students should arrive at examinations on time. Students who are more than 20 minutes late will not be admitted to the examination venue. Students are not allowed to leave the examination venue during the first 30 minutes of the examination. Students who enter or leave the examination venue regardless of the rule will be given a score of 0. After submitting their exam papers, students must leave the examination venue immediately and are not allowed to remain in the venue or in the nearby area.
- III. Students must sit in their assigned seats. When necessary, the examination proctor may ask a student to change seats.
- IV. Except for writing utensils needed for the examination, students are not allowed to carry communication devices (beepers, cellular phones, etc.), book bags, books, notebooks or handouts to their seats. (Reference materials assigned by the instructor are not included in these restrictions.) Students not abiding by this regulation will be penalized with a score of 0 for the examination.
- V. Student who carry communication devices (beepers, cellular phones, etc.) into the examination venue and do not place them in designated storage areas will be penalized with a score of 0 for the examination if they are found doing so. Students whose communication devices at the designated storage areas make sounds will get 10 points taken off their score for the examination.
- VI. Students who have questions about the exam questions or the exam papers must raise their hands before asking questions.

- VII. During the examination, students are not allowed to talk to each other, look from side to side, carry pieces of paper, write on the desks or on their writing utensils, recite answers or exhibit any other cheating behavior. Students who are found cheating will receive a major demerit and a score of 0 for the examination.
- VIII. When the bell rings, students must immediately stop answering exam questions and hand in their exam papers. Students who delay handing in their exam papers will have 5 points deducted from their score. Students who do not hand in their exam papers or bring the exam papers out of the examination venue will be given a score of 0 for the exam.
- IX. No personal leave will be granted for joint exams organized by the Office of Academic Affairs. Students who have to take a sick leave on the day of the exam should notify the Curriculum Section of the Office of Academic Affairs by phone 20 minutes before the exam starts. A medical certificate must be submitted to the Curriculum Section via registered mail on the day of the exam (postmarked date). The student should complete the leave-taking procedure by submitting the official application to the Curriculum Section after returning to school.
- X. The Regulations become effective after they are approved by the Academic Affairs Committee Meeting and ratified by the President. Amendments must follow the same procedure.