

淡江大學考場規則

TKU Examination Hall Regulations

82.12.24 第 42 次行政會議修正公布
(87)校秘字第一二七四號函公布
88.12.24 第六十七次行政會議修正通過
89.01.06 (89)校秘字第〇〇二六號函公布
89.05.12 88 學年度第 2 學期教務會議通過
95.05.12 94 學年度第 2 學期教務會議修正通過
95.08.02 室秘法字第 0950000034 號函公布
96.05.11 95 學年度第 2 學期教務會議修正通過
96.05.31 室秘法字第 0960000023 號函公布
97.05.09 96 學年度第 2 學期教務會議修正通過
97.06.18 室秘法字第 0970000026 號函公布
101.05.09 100 學年度第 2 學期教務會議修正通過
101.05.31 處秘法字第 1010000017 號函公布
102.05.15 101 學年度第 2 學期教務會議修正通過
102.06.11 處秘法字第 1020000021 號函公布
104.10.28 104 學年度第 1 學期教務會議修正通過
104.11.24 處秘法字第 1040000066 號函公布
Secretariat Regulation No. 1040000066 (24/11/2015)

第一條 為使學生明確知悉參加考試應遵守之事項，特訂定淡江大學考場規則(以下簡稱本規則)。

Article 1

The *TKU Examination Hall Regulations* (Herein referred to as “These Regulations”) were formulated to help students better understand the rules that must be abided by when taking part in examinations.

第二條 學生參加考試，除另有規定者外，悉依本規則辦理。

Article 2

Apart from those for whom separate regulations have been formulated, Students who take part in examinations are bound by the regulations listed herein.

第三條 考試鈴響後應立即入場，不得在試場外觀望、逗留，入場後應按規定之座位就座，並應接受監試人員之重新調整、更換座位，違者經勸導仍不遵守時，取消該科該次考試資格，且該科該次成績以零分計算。

Article 3

After the examination bell sounds, students must enter the examination hall immediately, and must not loiter outside the hall or classroom. After entering, they must take the seat that has been prearranged for them, or accept the seating designated or changes to seating prescribed by the exam monitors. Violators who, after receiving a warning, continue to disobey the rules will be disqualified from that particular exam in that particular course, and their score for that exam will be zero.

第四條 考試開始二十分鐘後不得入場，考試開始六十分鐘內不得出場，違者取消該科該次考試資格，且該科該次成績以零分計算。

Article 4

20 minutes after the exam commences, students will no longer be allowed to enter the examinational hall (or classroom), and in the first 60 minutes of the exam, students will not be permitted to leave the hall (or classroom). Those who violate these rules will be disqualified from the

examination, and will receive an exam score of zero.

第五條 考試時除必用之書寫、擦拭、作圖等文具及試題備註欄上註明准予參考之資料、書籍外，其他未規定者，應放置指定處所，不得置於課桌椅上下或附近，更不得隨身攜帶妨害考試公平性之行動電話或具有記憶、通訊、上網等功能之物品入場，違者取消該科該次考試資格，且該科該次成績以零分計算。

Article 5

Apart from the stationary items required to write, erase, or draw, and unless expressly stated on the exam paper that students may use reference material or books, all tools and such materials should be placed in a designated area, and must not be left on, under, or near the tables and chairs in the examination. Students are strictly forbidden from bringing with them any items that could jeopardize the equity and fairness of the exam, such as exam notes, mobile phones, or any other item used to store information, communicate, or access the internet. Those who violate these rules will be disqualified from the examination and will receive an exam score of zero.

第六條 考試時須攜帶學生證，並放置桌面左上角，以便查驗，未帶學生證者，應於考前備妥照片兩張至註冊組辦理臨時學生證。未帶學生證或臨時學生證入場者，如能提供可資證明確為學生本人之有照片證件如身分證、健保卡或駕照，經監試人員核對無誤者，准予應試，違者取消該科該次考試資格，且該科該次成績以零分計算。

Article 6

When taking an exam, students must bring their student ID, which they should place on the top left hand corner of their table, so as to enable exam monitors to easily verify their identity. Those who do not bring their student ID should submit two official-sized photographs to the TKU Registration Section, which will then issue them with a temporary student ID. Those who do not bring their student ID or temporary student ID into the examination venue may instead provide another form of photograph ID that proves their identity, such as an ROC National Identification Card, National Health Insurance card, or driver's license. After the provided form of identification is verified by an exam monitor, the student will be allowed to take the exam. Those who violate these rules will be disqualified from the examination, and will receive an exam score of zero.

第七條 監試或試務人員為執行監試工作，得查驗各種可疑物品，並得對可能擾亂試場秩序或妨害考試公平之行為，作必要之處置，考生不得提出任何異議，違者取消該科該次考試資格，且該科該次成績以零分計算。

Article 7

In order to administer the examination, exam monitors or exam administrative staff may inspect any dubious objects and take any necessary measures to prevent examinees from disrupting exam conditions or impairing the fairness of the exam. Examinees are not permitted to raise any objections to such measures taken. Those who violate these rules will be disqualified from the examination and will receive an exam score of zero.

第八條 考卷上應詳填考試科目、開課班級、任課教師姓名、系級、成績卡座號、學號及姓名，如有遺漏而致該科無成績者，一律不予補填。

Article 8

On the exam paper, the examinee should write the course name, class, the course instructor's name, department, and the seat number, student number, and name as shown on the transcript card. If

any of these details are left blank and the student does not receive grades for that subject, he /she will *not* be permitted to fill in the details after the exam.

第九條 考場內外應保持肅靜，不得有交談、窺視、繳卷後仍逗留場內或在場外高聲喧嘩等行為，經制止不聽者取消該科該次考試資格，且該科該次成績以零分計算。

Article 9

Examinees should remain quiet both inside and outside the examination hall, and must not chat with others or look at others' exam papers. Those who stay in the examination hall (or classroom) after handing in their exam and talk loudly or make noise, and, after being cautioned to stop, continue to do so, will be disqualified from the examination and will receive a score of zero.

第十條 考生在考試進行中，發現試題印刷不清時，得舉手請監試人員處理，但不得要求解釋題意。

Article 10

During the exam, if examinees come across printed exam questions that have unclear font and are difficult to read, they may raise their hand and ask an exam monitor to assist, but are not allowed to ask the monitor to explain the actual meaning of the printed question.

第十一條 考試時不得有夾帶、傳遞、任意調位、代考、抄襲、圖利他人作弊、交換試題、交換試卷或其他作弊等舞弊行為，違者取消該科該次考試資格，且該科該次成績以零分計算。

Article 11

Students taking exams must not cheat in any way, whether it be through glancing at hidden notes, passing notes, swapping seats at will, having someone take the exam for them, copying others' answers, soliciting others to cheat for them, swapping answers, swapping exam papers, or any other form of cheating. Those who violate these rules will be disqualified from the examination and will receive an exam score of zero.

第十二條 試卷不得擅自攜出試場外，違者取消該科該次考試資格，且該科該次成績以零分計算。

Article 12

The exam paper must not be taken out of the examination hall by the student without permission. Those who violate this rule will be disqualified from the examination and will receive an exam score of zero.

第十三條 各科考試時間終了，應即停止作答，違者取消該科該次考試資格，且該科該次成績以零分計算。

Article 13

When examination time is up, students must finish writing their answers immediately. Those who violate this rule will be disqualified from the examination and will receive an exam score of zero.

第十四條 考生不得有威脅監試或試務人員之言行，違者取消該科該次考試資格，且該科該次成績以零分計算。

Article 14

Examinees must not threaten the exam monitors or exam administrative staff, either in speech or

behavior. Those who violate this rule will be disqualified from the examination and receive an exam score of zero.

第十五條 衝堂考生考場規則比照一般考生考場規則，惟該節衝堂之科目均集中在衝堂試場考試，各科之間至多可休息三十分鐘，休息時間之要求以一次為限，經監試人員登記後就不得更改。

Article 15

These regulations for exam procedures do not vary for those with exam clashes. However, if the exams are held in a centralized exam venue for students with exam clashes, the maximum amount of time that students can rest in between exams is half an hour, and students may only request a rest break a maximum of one time. After being recorded by an exam monitor, the time allocated for the single rest break can no longer be changed.

第十六條 衝堂考生不可於衝堂各科之間離開試場，亦不可於休息或如廁時交談、使用行動電話或其他具有通訊、上網等功能之物品，違者取消該科該次考試資格，且該科該次成績以零分計算。

Article 16

Those with exam clashes are not allowed to leave the exam hall in between exams. During their rest break, they are not allowed to chat, use mobile phones, or any other item used to store information, communicate, or access the internet. Those who violate these rules will be disqualified from the examination and will receive an exam score of zero.

第十七條 違反本規則第四、五、七、九、十一、十二、十四、十六條之規定者，另依本校學生獎懲辦法之規定議處。

Article 17

Those who violate Articles 4, 5, 7, 9, 11, 12, 14, or 16 (above) will also be penalized in accordance with the *TKU Regulations on Student Rewards and Sanctions*.

第十八條 考生有本規則所規定各種情節以外之其他不當行為者，得由監試或試務人員予以登記，提請學生事務處依照學生獎懲辦法之規定處理。

Article 18

If examinees display impertinent behavior not covered in this set of regulations, the exam monitor or exam administrative staff must record such behavior and submit the recorded information to the Office of Student Affairs to be dealt with in accordance with the *TKU Regulations on Student Rewards and Sanctions*.

第十九條 本規則經教務會議通過，報請校長核定後，自公布日實施；修正時亦同。

Article 19

This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.