

Providence University Regulations on Examination

Amended at the Academic Affairs Meeting on October 8, 2014

- Article 1 The Providence University Regulations on Examination (hereinafter referred to as the “**Regulations**”) is established to stipulate the rules and regulations and penalties in taking examinations.
- Article 2 Students must enter the test room according to the designated time when the test begins. Those who are 20 minutes late are not allowed to enter the test room; students must not leave the test room for less than 40 minutes after the test begins. In the event of force majeure, students can apply for a makeup test according to the University regulations on leave taking and makeup test; otherwise, a mark of “Zero” will be recorded for the exam in question.
- Article 3 Upon entering the test room, students must present their student IDs for verification. For those who didn’t bring their Student IDs, if they can be identified by their classmates or class leader, they are allowed to take the exam. However, students who take unified exams should proceed to the designated location to have their photos taken after the exam and present, within 3 days after the exam, their Student IDs in person at the Div. of R&C for verification. An overdue will result in a 5-point deduction from the exam result.
- Article 4 In addition to the necessary stationary and the tools and references allowed by the course instructor, students are not allowed to bring books, handouts, notes, any devices and objects with calculation, communication, and memory functions, or noise making objects (any items that make noises, such as alarm clocks, pagers, mobile phones, e-pets, etc.) The alarm function of the timer must be turned off. Any personal medical equipment, such as a hearing aid, must be reported and cleared before use. A violation shall result in a 5-point deduction of the exam result; a severe violation may result in an aggravated deduction of exam result and be forwarded to the Office of Student Affairs for discipline.
- Article 5 If the examination papers are distributed at the seats before the scheduled test time, students are NOT allowed to enter the test room early. Students should leave the test room immediately upon turning in the exam papers and should not stay on site or in nearby area, nor making noises. A case of persistent defying shall be forwarded to the Office of Student Affairs for discipline.
- Article 6 If the printing of exam papers is not clear, students can ask for clarification by raising their hands without leaving their seats, nor can they ask for explanation of the questions.
- Article 7 Students should be seated in accordance with the published seating charts; no moving or changing of desks and chairs are allowed. If there is any omission of seat assignment, students should follow the instructions of the chief monitor. Any personal items brought into the test room should be placed at the designated location.
- Article 8 When the monitors are distributing the exam papers, students must remain in their seats; students should not misplace the exam papers when handing in the papers.
- Article 9 Students must put their answers on the designated answer sheets. No copying, passing of crib sheet, carrying of crib sheet, impersonation, nor entering the test rooms with forged ID or any attempted deception are allowed. Any violation shall result in a mark of “Zero” for the exam in question; the student in question will also be forwarded to the Office of Student Affairs for discipline.
- Article 10 Students who are absent from the exams without applying, based on the pertinent regulations, for leave or without an approved leave application will receive a mark of “Zero” for the exam in question.
- Article 11 Students are not allowed to take the answer sheets out of the test room. Any violation shall result in a mark of “Zero” for the exam in question.
- Article 12 If a student commits other misconducts not specified in the Regulations, the exam monitor may detail the irregularities and ask the student in question to sign the irregularity report form on the

spot. The case will then be forwarded to the Office of Student Affairs for discipline based on the severity of the irregularities.

Article 13 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on December 7, 1994

Amended at the Academic Affairs Meeting on February 14, 1995

Amended at the Academic Affairs Meeting on June 12, 2002

Amended at the Academic Affairs Meeting on December 28, 2005

Amended at the Academic Affairs Meeting on May 25, 2011

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**