

## Providence University Regulations on Examination

[Amended at the Academic Affairs Meeting on December 10, 2025](#)

- 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 examination room, students must carry their student ID card for verification. **Those without their student ID card must present the original of one of the following valid forms of identification (National ID card, National Health Insurance card with photograph, driving license, Republic of China Disability Certificate, passport, or residence certificate). Only after verification by the invigilator may they proceed to take the examination.**
- 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, **wearable devices, consumer electronics**, 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 from the exam result; a severe violation may result in an additional deduction from the exam result and be forwarded to the Office of Student Affairs for disciplinary action.
- 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  
Amended at the Academic Affairs Meeting on October 8, 2014

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