

## **Providence University Regulations on Term Exams Procedures**

Amended at the Academic Affairs Meeting on October 8, 2014

- Article 1 The Providence University Regulations on Term Exams Procedures (hereinafter the “**Regulations**”) are established to promote the smooth operation of mid-term/final exams.
- Article 2 The mid-term and final exams are held in the following ways:
1. Unified exam: For the subject with more than three (inclusive) classes or 160 (inclusive) students, a unified exam may be arranged by application.
  2. In-class exam: The exam is conducted at the regular class time and classroom. The instructor shall announce the exam date and monitor the exam personally.
- Article 3 The time for unified exam follows the unified mid-term/final exam time set in the Academic Calendar; the test date, time, and location of the respective subjects shall be announced separately by the Div. of Registration and Curriculum.
- Article 4 The application for united exam is subject to the Div. of Registration and Curriculum announcement. The course instructors for the subjects meeting the united exam standards shall apply online, specifying the tools allowed for students to bring in during the exam and the ideal time slots for the exam. The college secretaries are responsible for filing the applications for college integrated courses.
- Article 5 The subjects and time slots of united exams should not be changed once they are announced to safeguard the students’ rights.
- Article 6 The instructors who applied for united exam shall be present in person on the exam day and assume the role of the Head Monitor; the said instructors shall claim the answer sheets at the Div. of Registration and Curriculum after the exam.
- Article 7 For the classes taking in-class exams, the course instructors assume the role of Head Monitor; when the number of students exceeds 50 (inclusive), the subject instructors may apply for one assistant monitor; two assistant monitors when it is over 90 (inclusive) students; three assistant monitors when it is over 151 (inclusive). The maximum application for monitor assistance is once for mid-term and final exams each. If there is any change after the application, a written application for change must be submitted to the Div. of Registration and Curriculum two weeks prior to the said exams.
- Article 8 The mid-term (final) exam is a part of the teaching content per semester. The course instructor shall assume the Head Monitor role personally and shall not be absent without cause or entrust others for the task. Violators shall be subject to the relevant regulations.
- Article 9 Once the exam schedule is drawn up, the course instructors is responsible for notifying the students in class ahead of time to avoid schedule conflict.
- Article 10 For the classes taking in-class exams, if it is conducted at a different time and place from the regular class schedule, the course instructor shall apply online for the new classroom arrangement.
- Article 11 The instructors and assistant monitors are required to perform the monitoring task vigilantly. Any irregularities reported shall be subject to the relevant regulations on exams.
- Article 12 In the aspect of students applying for leave of absence from the exam, if it involved mid-term exam, it is at the discretion of the course instructor whether a make-up exam is allowed. If it involved final exam, the said students need to apply for leave in advance to the Div. of Registration and Curriculum. Make-up exams are administered to only those that meet the regulations on leave taking and pass the review. The *Regulations on Leave of Absence for Exams and Taking Make-up Exams* provide the provisions to be followed.
- Article 13 The mid-term (final) exam for the graduating seniors are subject to these Regulations.
- Article 14 The monitor fees for the assistant monitors are subject to the *Providence University Budgeting Standard*.

Article 15 Matters not provided herein shall be subject to the related announcement issued by the Div. of Registration and Curriculum.

Article 16 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 28, 2011

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