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Unit in charge: Div. of Registration and Curriculum

Title: Regulations on Midterm and Final Exam Papers Printing

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## **Regulations on Midterm and Final Exam Papers Printing**

Adopted at the Academic Affairs Meeting on May 25, 2022

- Article 1 The Regulations on Midterm and Final Exam Papers Printing are established to coordinate the printing of Midterm and Final Exam papers for the respective colleges, departments (centers, offices).
- Article 2 The course offering units can print the Midterm and Final Exams papers on their own or outsourced.
- Article 3 The outsourced printing order should be in quantity printing to save the printing costs.
- Article 4 The ordering and reimbursement of the Midterm and Final Exam papers printing:
1. Group Exam papers: The exams are collated by the Div. of R&C to outsource and supervise the printing.
  2. In-class Midterm and Final Exams during the scheduled exam weeks (not regular quizzes):
    - 1) The teachers or course offering units are in charge of the printing and its supervision.
    - 2) The printing can be consigned to the Div. of R&C for outsourcing service; however, the consigning parties must follow the working schedule announced.
  3. Graduation Examination papers: The subject teachers or course offering units are in charge of the printing and its supervision.
  4. The receipts or invoices obtained by the teachers and course offering units shall be collected by the course offering units and submitted to the Div. of R&C.
  5. The reimbursement for the outsourced exam paper printing service is uniformly handled by the Div. of R&C.
- Article 5 The format of the outsourced exam paper is as follows. The originals that do not meet the specifications will not be accepted.
1. The original test sheet is limited to A4 only.
  2. The original should be clear, clean, and full layout to save paper.
  3. The texts and graphics on the test sheets should be clear to avoid rejection from the printer.
  4. For the over 2-page test papers, please clearly indicate the page number. Double-sided composition of A4 to A3 printing is the standard print format. If A4 size only is required, it should be specified in advance. Those not stated in advance will be printed in composition format.
- Article 6 Submit and pick-up of the test papers:
1. Exam papers should be delivered in the prescribed e-format and sent by e-mail.
  2. For Midterm and Final in-class exam papers, please attach the "Application Form for Print Order for in-class exam papers" to the above e-mail.
  3. After the test papers are confirmed correct, the Div. of R&C will reply to the subject teacher by e-mail. After the test is printed, the teacher will be notified by e-mail.
  4. The file format of the exam paper, the time table for submission, and the related matters shall be handled in accordance with the announcement of the Div. of R&C per semester.
- Article 7 For the test papers that didn't follow the working timetable or do not meet the specifications, the print order shall be made by the individual teachers or the course offering units.
- Article 8 The application for the outsourced print order of Midterm (Final) Exam by the respective program is limited to once only per semester. Overdue application will not be accepted.
- Article 9 If the printed test paper violates the copyright law or causes copyright disputes, the subject teachers or the course offering units shall take full responsibility of it.
- Article 10 The Regulations are enforced upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

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