**靜宜大學學生考試違規即時處理表**

**Exam Irregularity Report**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Exam Time | yy mm dd hr min. | | | | | | Venue | |  |
| Exam Type | □1. Group Midterm Exam | | | □2. Group Final Exam | | | | □3. Quiz | |
| □4. In-class Midterm Exam | | | □5. In-class Final Exam | | | | □6. Others | |
| Subject |  | | Student Class | |  | | Student No. | |  |
| Student Name |  | | Student Phones | | Residence: | | | | |
| Mobile: | | | | |
| Irregularity: | | | | | | | | | |
| □1. Being impersonated | | □2. Impersonating others | | | | □3. Crib sheet | | | |
| □4. Passing notes | | □5. Plagiarizing | | | | □6. Read from book (handouts, notes, etc.) | | | |
| □7. Notes on desk | | □8. Text by verbal or cellphone | | | | □9. Answer displayed on cellphone | | | |
| □10. Others (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Description of irregularity (Ask student to sign on the exhibit and photograph it for the record.)  □Exhibit(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| The prescribed irregularity shall be handled in accordance with Articles 4 and 9 of [*Regulations on Examination*](https://dorac.pu.edu.tw/var/file/59/1059/img/441/0206.pdf)*.* The irregularity evidence, together with the photograph, will be submitted to the Office of Student Affairs to be handled in accordance with the [*Student Rewards and Disciplinary Guidelines*](http://alcat.pu.edu.tw/kmOpenLink.php?documentId=38632). | | | | | | | | | |
| **I have carefully read and confirm the above irregularity report and have no objection on the report.**  **Student signature: Date:** | | | | | | | | | |
| Monitor | Signature: | | | | Instructor | |  | | |
| Mobile: | | | |
| Div. of R&C  Office of Academic Affairs |  | | | | Div. of Student Assistance, Office of Student Affairs | |  | | |

Notes for the monitors:

1. The monitor must clearly inform the student the behavior violates exam regulations; if the student admits it (under solid evidence), ask the student to sign.
2. If the case student refuses to admit the irregularity and declines to sign the report, please inform the authorities at the Office of Academic Affairs and the officer will investigate the case on the spot. The matter should be handled immediately without delay.