

靜宜大學教務處 通知

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受文者：全校專、兼任教師、各學系(院、系、所、中心、室)秘書

發文日期：112 年 9 月 19 日

發文字號：靜教綜字第 11200059 號

速別：普通件

密等及解密條件或保密期限：普通

附件：附件一-[會考、監試申請及試卷印製、核銷相關作業](#)、附件二-[靜宜大學期中\(末\)考試作業準則](#)、附件三-[靜宜大學學生考試請假及補考辦法](#)、附件四-[靜宜大學學生考試規則](#)

主旨：112 學年度第 1 學期期中、期末考試時間及相關事宜，敬請 查照。

說明：

一、本學期期中及期末統一會考考試時程：

【期中統一會考】112 年 10 月 28 日(六)、10 月 29 日(日)

【期末統一會考】112 年 12 月 23 日(六)、12 月 24 日(日)

二、本學期期中考及期末考週考試時程：

【期中考】112 年 10 月 30 日~11 月 3 日

【期末考】112 年 12 月 26 日~12 月 29 日

三、教師個人如欲申請統一會考或隨班考試需研究生協助監試，請於 **9 月 25 日(一)至 10 月 1 日(日)** 登入 e 校園服務網→各類系統功能→教務→『統一會考暨協助監考調查』系統申請。學院統整性課程會考，由學院秘書統一申請。詳細說明請參閱附件一。

四、**統一會考、隨班考試協助監試申請及試卷印製、核銷與教師監考須知等，請參閱附件一。**

五、統一會考日期、時間及試場資訊，於**考試前兩週**公佈於綜合業務組網頁→[校內考試](#)以及寄發至學生電子郵件信箱，請任課教師轉知各班學生。

六、本校另訂有資訊應用概論會考、英文實力養成課程會考，**此時間請勿安排考試，避免學生衝堂。**

(1). 資訊應用概論：112 年 11 月 2 日(四)15:10~17:00，12 月 28 日(四)15:10~17:00

(2). 英文實力養成課程：112 年 10 月 26 日(四)15:10~17:00，11 月 23 日(四)15:10~17:00。

七、本校期中、期末考試相關作業依據靜宜大學期中(末)考試作業準則、靜宜大學學生考試規則及靜宜大學學生考試請假及補考辦法辦理。(附件二~四)

八、如貴單位有外籍教師者，請系秘書轉知本通知相關訊息，以利外師遵循。

正本：全校專、兼任教師、各學系(院、系、所、中心、室)秘書

副本：教務處、綜合業務組

教務長

鄭志文

112 學年度第 1 學期 會考、監試申請及試卷印製、核銷相關作業

考試相關作業		週次	時程
線上申請(含期中、期末)： 教師個人統一會考申請 隨班考試監試人員申請		3	112.09.25~112.10.01
期中	期中會考及隨班考試卷電子檔繳交	5	112.10.15 前
	期中試卷印製	6	112.10.20(暫訂)
	期中統一會考	7	112.10.28~112.10.29
	期中考週-隨班考	8	112.10.30~112.11.03
	期中監試人員監考費及試卷印製費核銷	8~9	另行通知
期末	期末會考及隨班考試卷電子檔繳交	13	112.12.10 前
	期末試卷印製	14	112.12.15(暫訂)
	期末統一會考	15	112.12.23~112.12.24
	期末考週-隨班考	16	112.12.26~112.12.29
	期末監試人員監考費及試卷印製費核銷	16~17	另行通知

期中、期末統一會考與隨班考試監試人員申請

線上申請 時程	<ol style="list-style-type: none"> 期中、期末考試相關作業依據靜宜大學期中(末)考試作業準則辦理。 系統開放時程：112 年 9 月 25 日 07:00 至 10 月 1 日 23:59。 線上申請：校園帳號登入 e 校園服務網→各類系統功能→教務→點選『統一會考暨協助監考調查』系統申請。 (1).期中與期末考依會考及監考需求分別填寫申請。期中(末)於系統開放期間同步申請，期末不再另行開放，敬請留意！ (2).操作手冊：綜合業務組→系統操作說明→教師使用→『統一會考暨協助監考調查操作手冊』。 系統開放時間內，如監考需求有異動者，請直接上網重新申請即可；如系統已關閉，請於考試前兩週洽綜合業務組陳小姐處理。 												
申請條件	<p>統一會考申請</p> <ol style="list-style-type: none"> 教師個人申請：同一科目，教師授課班級數達 3 班(含)或修習人數達 160 人(含)以上，可申請統一會考，請依據時程線上申請，惟需配合本校統一會考日期，並事先告知學生將安排六、日會考，以免影響學生假日活動。 學院統整性課程會考：由學院秘書統一申請，任課教師不需線上申請。 <p>監試人員申請</p> <ol style="list-style-type: none"> 期中(末)考週隨班考：修習人數達 50 人(含)以上，除由授課教師負責主試外，得申請協助監考人員 1 名，91 人(含)以上可申請 2 名，151 人(含)以上可申請 3 名，且期中(末)考至多各申請 1 次，請依據時程上線申請。教師若自行尋找監試人員，則無需線上申請。 統一會考：監試人員由綜合業務組安排，任課教師不需線上申請。 												
考試節次 及 時間安排	<ol style="list-style-type: none"> 統一會考： <ol style="list-style-type: none"> 統一會考安排於週六、週日(考試時間請參閱 112(1)行事曆)，於考試前兩週公佈試場資訊於綜合業務組→校內考試及寄發至學生電子郵件信箱，每日預計安排四節次，惟該次會考考試科目數較多或考生衝堂情況嚴重時，視情況安排於第五節次。 每節次預設為 80 分鐘，如需延長作答時間請於調查系統中另行選取。 每日各節次起訖預設如下，實際起訖以公告日程表為準： <table border="1" data-bbox="395 1980 1423 2065"> <thead> <tr> <th>節次</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>時間</td> <td>8:30~9:50</td> <td>10:30~11:50</td> <td>13:20~14:40</td> <td>15:20~16:40</td> <td>17:00~18:20</td> </tr> </tbody> </table> 期中(末)考週隨班考試：於原授課時間及上課教室，由授課教師公告考試日期。 	節次	1	2	3	4	5	時間	8:30~9:50	10:30~11:50	13:20~14:40	15:20~16:40	17:00~18:20
節次	1	2	3	4	5								
時間	8:30~9:50	10:30~11:50	13:20~14:40	15:20~16:40	17:00~18:20								

<p>考試請假及補考</p>	<p>1. 學生考試請假及補考辦法依據靜宜大學學生考試請假及補考辦法辦理。 2. 學生考試請假，如為期中考試，由任課教師安排時間補考。如為期末考試之補考，需上網申請。教師審核學生請假系統操作說明請至綜合業務組→系統操作說明→教師使用查詢。</p>
<p>教師監考須知</p>	<p>1. 學生考試規則辦法依據靜宜大學學生考試規則辦理。 2. 教師如自行舉行隨班考試者，務請嚴格監試，以免學生投訴；隨班考勿安排於行事曆訂定之會考日期舉行考試，避免學生衝堂。 3. 如於監試過程中發現學生舞弊行為，請務必當場處理，避免事後造成爭議。舞弊情形詳實記錄於學生考試違規即時處理表(請至綜合業務組→表單下載→教師使用→『考試』下載)，且告知學生並請其於處理表上簽名。如發現挾帶小抄者，請舞弊學生同時於小抄上簽名，以留懲罰依據。 4. 採口試考試者，請以錄音方式記錄考試，同時，試卷、學生報告、口試錄音等資料，請教師自行保存一年存檔備查。</p>
<p>試卷印製與核銷</p>	
<p>試卷印製</p>	<p>1. 試卷印製規則依據靜宜大學期中(末)試卷繕印辦法辦理。 2. 統一會考試卷：由綜合業務組統一彙整，委外印刷及監印。 3. 期中(末)考週隨班考試卷(非平時小考)：二選一。 (1).由教師或開課單位自行負責印製及監印。 (2).可委託綜合業務組組委外印製，惟需配合公告作業時程辦理。委外印製僅提供期中、期末考期間試卷之印製，非考試週之試卷請教師自行印製。 4. 畢業考試卷：由教師或開課單位自行負責印製及監印。</p>
<p>委外印製試題格式</p>	<p>1. 委外印製試題格式： (1).命題紙以 A4 尺寸為限，原稿應力求清晰乾淨，填滿版面，節省紙張。 (2).試題所附之資料與圖片，力求清晰，以免無法交印。 (3).命題紙 A4 原稿兩頁以上，請註明頁碼，並以併版為 A4/A3 雙面印製，如需以 A4 印製請事先說明，未說明者一律併版印製。 2. 如為期中(末)考週隨班考試卷，請另附「靜宜大學期中(末)考週隨班考試卷印製申請單」，試卷與申請單一併轉成 PDF 檔交付。 3. 『考試命題紙』及『靜宜大學期中(末)考週隨班考試卷印製申請單』下載：請至綜合業務組→表單下載→教師使用→『考試』下載。</p>
<p>委外印製試卷申請流程</p>	<p>1. 試卷以 PDF 檔並透過電子郵件交付，檔案請以以下檔名設定。 ●『會考_考試日期(7碼)_班級_科目名稱_命題老師』 ●『隨班考_考試日期(7碼)_班級_科目名稱_命題老師』 例如『會考_1121028_企管一_A_初級會計學(一)_王大明』 『隨班考_1121030_財工二_A_財務管理(一)_陳小文』 2. 試卷 PDF 檔請依據公告作業時程於繳交截止日前透過電子郵件寄至綜合業務組承辦人信箱，以利印刷排程。待承辦人收到信件確認檔案無誤後，將以信件回覆教師，待試卷印製完成後，另以信件通知教師領取。務請教師留意。 ●綜合業務組承辦人：陳小姐，電話(04)26328001 轉 11111 ●E-mail：plchen@pu.edu.tw ●信件主旨：『期中(末)會考/隨班考試卷印製-命題老師姓名』 3. 未依作業時程或不符合規格試卷，請教師或開課單位自行印製。 4. 考試用答案紙請至各系辦公室或綜合業務組領取。</p>
<p>監試費及試卷印製費核銷</p>	<p>1. 委外印製之試卷印製費及由綜合業務組派出協助監試之監考費統一由綜合業務組彙整核銷。 2. 自行印製試卷之教師及開課單位，請填報試卷印製費核銷申請單並將印製收據或發票交由開課學系彙整後送交綜合業務組核銷。為便於稽核，自行印製之試卷底稿及收據影本，請各單位妥善保存至少一年以利查核。 3. 自行尋找監試人員之教師，請填報監試人員監考費申請單，交由開課學系彙整後送交綜合業務組核銷。 4. 期中(末)考至多各申請 1 次，逾期將不受理。</p>

Providence University Office of Academic Affairs Announcement

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu, Taichung 433-01, Taiwan

Case Officer: Chen, Pei-Ling

e-mail: plchen@pu.edu.tw

Phone: 886-4-26328001 ext. 11111

To: All fulltime/part-time faculties; secretaries of all Departments (Colleges, Departments, Institutes, Center, Offices)

Date: September 19, 2023

Ref. No.: Jing-Jiao-Jung No. 11200059

Priority: Regular

Classification: Regular

Attachments: 1. [Instructions for Group Exams, Application for Monitor Assistance, and Reimbursement](#); 2. [Providence University Regulations on Term Exams Procedures](#); 3. [Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams](#); 4. [Providence University Regulations on Examination](#)

Subject: Midterm/Final Exams of 2023-24AY 1st Semester

Descriptions:

- Schedule for **Group Midterm/Final Exams** for current semester:
【Group Midterm Exam】 October 28 (Saturday); October 29 (Sunday), 2023
【Group Final Exam】 December 23 (Saturday); December 24 (Sunday), 2023
- Schedule for **Midterm/Final Exams week** for current semester:
【Midterm Exam】 October 30 ~ November 3, 2023
【Final Exam】 December 26 ~ December 29, 2023
- To apply for graduate assistants for Group Exams or class exam monitoring**, please log in to e-Campus service → All e-Campus service → Academic Affairs → Survey for “Investigation of unified examination and invigilating assistance” **from September 25 (Monday) to October 1 (Sunday)**. For the group exams for college integrated courses, the application shall be processed by the secretaries of the respective colleges. Please refer to Attachment 1 for details.
- Please refer to Attachment 1 for the instructions on Group Exam, Application for Monitor Assistance, Reimbursement, and instructor monitoring.**
- The information on Group Exam dates, time, and venues will be announced **two weeks prior to the exam** on the webpage of the Div. of R&C → [Exams on campus](#) and will also be forwarded to students' e-mail box. All instructors are requested to relay the message to their students.
- The Group Exams dates for Introduction to Information Technology and English Remedial Courses are reserved. Please **DO NOT make any other exams schedule to avoid schedule conflict**.
 - Intro. to Information Technology: 15:10-17:00, Thursday, November 2; 15:10-17:00, Thursday, December 28, 2023.
 - English Remedial Courses: 15:10-17:00, Thursday, October 26, 2023; 15:10-17:00, Thursday, November 23, 2023.
- The operation guidelines for Midterm/Final Exams are processed in accordance with *Providence University Regulations on Term Exams Procedures*; *Providence University Regulations on Examination*; *Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams*. (Attachments 2-4)
- Please kindly relay the above message if you have foreign faculties in your unit.

Original: All fulltime/part-time faculties; secretaries of all Departments (Colleges, Departments, Institutes, Center, Offices)

Copes: Office of Academic Affairs; Div. of R&C

Dean of Academic Affairs



Instructions for Group Exams, Application for Monitor Assistance, and Reimbursement of 2023-24AY 1st Semester

Test Operations		Week	Schedule
Online application: (Midterm/Final Exams) Group Exam for individual instructor Application for in-class monitor assistance		3~4	September 25 - October 1, 2023
Midterm	Submit e-files for Midterm Group Exam and in-class exams	5	Before October 15, 2023
	Test paper printing	6	October 20, 2023 (tentative)
	Midterm Group Exams	7	October 28 - 29, 2023
	Midterm in-class exams	8	October 30 - November 3, 2023
	Reimbursement for Midterm monitor expenses and test printing	8~9	Pending on further notice
Final	Submit e-files for Final Group Exam and In-class exams	13	Before December 10, 2023
	Test paper printing	14	December 15, 2023 (tentative)
	Final Group Exam	15	December 23 - 24, 2023
	Final In-class Exam	16	December 26 - 29, 2023
	Reimbursement for Final monitor expenses and test printing.	16~17	Pending on further notice

Application for Monitor Assistance for Midterm/Final Group Exams and In-class Exams

Online Application Schedule	<ol style="list-style-type: none"> The operation of Midterm/Final Exams are handled in accordance with the Providence University Regulations on Term Exams Procedures. System is open from 07:00, September 25 to 23:59, October 1, 2023. Online application: Log in to e-Campus service → All e-Campus service → Academic Affairs → select “Investigation of unified examination and invigilating assistance”. <ol style="list-style-type: none"> The requests for Group Exams and monitor assistance for Midterm and Final Exams are applied separately. They should be applied at the same time when the system is open for Midterm Exam. The system is not open for Final Exam period. Operation manual: Div. of R&C → System operation instructions → For Teachers → “Operation Instructions for Investigation of unified examination and invigilating assistance”. If there is a change in monitor assistance, please re-apply online directly when the system is open; if the system is closed, please contact Ms. Chen at the Div. of R&C two weeks before the exam concerned.
Application Conditions	<p style="color: purple;">Application for Group Exams</p> <ol style="list-style-type: none"> Applied by individual teacher: Group Exams are practiced if one teacher handles 3 (inclusive) classes of the same subject or if 160 (inclusive) students enrolled in the same subject. Please apply online according to the schedule. However, it is required to comply with the Group Exams Schedule and inform students the Group Exams for the subject will be administered on Saturdays and Sundays to avoid schedule conflict. Group Exam by College Integrated Courses: Applied by the secretary of the College. The teaching faculties are not required to process this. <p style="color: purple;">Application for Monitor Assistance</p> <ol style="list-style-type: none"> In-class exams for Midterm/Final: For the classes over 50 (inclusive) students, in addition to head monitor assumed by the teaching faculty, one monitor assistant can be applied; 2 monitor assistants can be assigned for the classes over 91 (inclusive); 3 assistants for 151 (inclusive). At most once can be applied for Midterm and Final Exams respectively. Please apply online according to the schedule. If the teaching faculty can locate monitor assistants individually, online application would be unnecessary. Group Exam: Monitor assistants will be assigned by the Div. of R&C. Teaching faculties are not required to apply online.

Exam Time Arrangement	<p>1. Group Exams:</p> <p>(1).Group Exams are administered on Saturdays and Sundays (refer to 2023-24 1st Semester University Calendar). Details on time and venue will be announced two weeks before the exams at the webpage of the Div. of R&C → Exams on campus and will also be mailed to students' e-mailbox. Tentatively, it is arranged to have 4 sessions per day. If there are too many subjects that require group exams or test schedule conflict turned out to be very serious, the 5th session may also be considered.</p> <p>(2).Each session is set to be 80 minutes; if extended test time is required, if specify that in the survey.</p> <p>(3).The start and end times of each session is preset as follows; however, it is subject to the final announced schedule:</p> <table border="1" data-bbox="397 481 1425 562"> <thead> <tr> <th>Session</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>Time</td> <td>8:30~9:50</td> <td>10:30~11:50</td> <td>13:20~14:40</td> <td>15:20~16:40</td> <td>17:00~18:20</td> </tr> </tbody> </table> <p>2. In-class Midterm/Final Exams: The exams will be administered at the regular class time and venue; the teaching faculties will announce the exam dates.</p>	Session	1	2	3	4	5	Time	8:30~9:50	10:30~11:50	13:20~14:40	15:20~16:40	17:00~18:20
Session	1	2	3	4	5								
Time	8:30~9:50	10:30~11:50	13:20~14:40	15:20~16:40	17:00~18:20								
Leave for Exam and Make-up Exams	<p>1. The exam leaves and make-up exams are processed in accordance with Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams.</p> <p>2. The make-up exam for Midterm Exam will be handled by the teaching faculties individually. For the make-up exam for Final Exam, it is processed online. For the instructions for leave for exams, please refer to the webpage of the Div. of R&C → Systems → For Teachers.</p>												
Monitor	<p>1. The regulations on exams are handled in accordance with Providence University Regulations on Examination.</p> <p>2. For in-class exams, the teaching faculties are requested to monitor the exam rigorously to avoid student complaints. To avoid schedule conflict, in-class exam should avoid the scheduled dates for Group Exams.</p> <p>3. If the teacher found students cheating during the exam, please handle it immediately to avoid future complication. Record the Exam Irregularity Report (Div. R&C → Forms → For Teachers → Exams). Ask the case students to sign the form. If a crib sheet is involved, ask the case student to sign on the crib sheet to serve as the evidence for future punishment.</p> <p>4. For oral exams, please record the process in audio file; for test papers, student reports, oral exam, the teaching faculty should keep the papers/records for a year for verification.</p>												
Test Sheet Printing and Reimbursement													
Test Paper Printing	<p>1. The test paper printing is handled in accordance with Regulations on Midterm and Final Exam Papers Printing.</p> <p>2. Test paper for Group Exams: The Div. of R&C will handle the outsource printing and supervise the process.</p> <p>3. For in-class Midterm/Final Exams (not tests during the semester), please choose one:</p> <p>(1).The teaching faculties or course offering unit shall be responsible for the printing and its supervision.</p> <p>(2).Authorize the Div. of R&C to outsource the printing; however, it is requested to comply with the announced schedule. Outsourcing the print jobs is provided only for the Midterm/Final Exam test papers. The faculties are requested to handle the test print job during the non-exam weeks.</p> <p>4. Graduation Examination papers: The subject teachers or course offering units are in charge of the printing and its supervision.</p>												
Outsourcing Print Job	<p>1. The formats for outsourcing print job:</p> <p>(1).The manuscript should be on A4 size paper only. The manuscript should be clean and fill the layout to save the paper.</p> <p>(2).The data and graphs on the manuscript should be clear to avoid non-printing.</p> <p>(3).Please mark the page numbers if the A4 manuscripts is longer than 1 page. The test will be made into double-sided A4/A3. Please specify if only A4 printing is acceptable,</p> <p>2. For in-class Midterm/Final Exams, please attach the Application for “Test Printing Order for In-class Midterm/Final Exams” to the test manuscript in PDF form.</p> <p>3. To download “Test Manuscript Sheet” and “Test Printing Order for In-class Midterm/Final Exams”, please go to Div. of R&C → Forms → For Teachers → “Exams”</p>												

Outsourcing Test Printing	<ol style="list-style-type: none"> 1. The test manuscript should be e-mailed in PDF form. The file name should follow the formats: <ul style="list-style-type: none"> ●Group Exam_exam date (7 digits)_class_subject title_teacher name ●In-class Exam_exam date (7 digits)_class_subject title_teacher name <p style="margin-left: 40px;">Example: Group Exam_1121028_BA 1A_Accounting (2)_Wang DaMing In-class Exam_1121030_FE 2A_Financial Management (2)_Chen SiaoWen</p> 2. Please e-mail the test manuscript in PDF form to the case officer of Div. of R&C before the announced deadline. After verification, the case officer will acknowledge receipt of your files. After the test print job is completed, the subject faculties will be notified to pick up the printed tests. <ul style="list-style-type: none"> ●Case Officer at Div. of R&C: P. L. Chen. Tel: (04)26328001 ext. 11111 ●E-mail : plchen@pu.edu.tw ●Mail Subject: “Print Order for Midterm/Final Exam- Name of teacher” 3. For the test manuscripts failed to meet the schedule or format specification, the teaching faculties or the course offering unit should handle the print job independently. 4. Test Answer Sheets are available at the respective department offices or the Div. of R&C.
Reimbursement for Monitor Fee and Print Job	<ol style="list-style-type: none"> 1. The Div. of R&C is responsible for the reimbursement of the outsourcing print job and the monitor fee for monitor assistants assigned by the Div. of R&C. 2. The reimbursement for the print jobs ordered by the faculties and course offering units will be handled by the Div. of R&C by filling out the Reimbursement Application for Test Sheet Printing. For the purpose of verification, the original manuscript and the receipt of print job should be kept by the respective units for one year. 3. The faculties who locate monitor assistants independently should fill out the Application for Monitor Fee and forward it to the course offering units to be submitted to the Div. of R&C for further processing. 4. The reimbursement request is limited to once only per semester for Midterm and Final Exams respectively. Late application will not be accepted.