

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：114 年 9 月 26 日

發文字號：靜教綜字第 11400065 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-[隨班考協助監考申請及試卷印製、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：114 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、本學期起，取消理/管理學院期中、期末統一會考，亦取消教師個人申請會考，改採隨班考試。由於試卷印刷數量不足以符合大宗印刷之成本效益，將不再委託廠商統一印製，期中(末)考週之隨班考試卷請由授課教師或開課單位自行負責印製及監印。
- 二、本學期期中考及期末考週考試時程：
期中考：114 年 10 月 27 日～31 日
期末考：114 年 12 月 22 日～26 日
- 三、教師隨班考試如需研究生協助監考，請於 **9 月 29 日至 10 月 5 日** 登入 e 校園服務網→各類系統功能→教務→『隨班考協助監考申請』系統填寫。[隨班考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。
- 四、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)
- 五、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

114 學年度第 1 學期 隨班考協助監考申請及試卷印製、核銷相關作業

考試相關作業		週次	時程
線上申請	隨班考協助監考申請(含期中、期末)	4	114.09.29~114.10.05
期中	期中考週	8	114.10.27~114.10.31
	期中監考人監考費及試卷印製費核銷	8~9	另行通知
期末	期末考週	16	114.12.22~114.12.26
	期末監考人監考費及試卷印製費核銷	16~17	另行通知

期中、期末隨班考協助監考申請	
線上申請時程	1. 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。 2. 系統開放時程： 9 月 29 日 07:00~10 月 5 日 23:59 3. 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『隨班考協助監考申請』。期中與期末考監考需求 分別 填寫申請。期中，期末於系統開放期間同步申請，期末不再另行開放，敬請留意！ 4. 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。 5. 操作手冊： 綜合業務組 →系統操作說明→教師使用→『 教師隨班考協助監考申請操作手冊 』。
隨班考監試人員申請條件	1. 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。 2. 教師若自行尋找監考人員，則無需線上申請。
學生考試請假及補考	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。 3. 操作手冊： 綜合業務組 →系統操作說明→教師使用→『 教師審核學生請假系統操作說明 』。
教師監考須知	1. 學生考試規則辦法依據靜宜大學學生考試規則辦理。 2. 教師隨班考試時，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大一英文會考日期舉行考試，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。

試卷印製與核銷	
試卷印製及格式	1. 期中(末)考週隨班考試卷(非平時小考)及畢業考試卷 ：由教師或開課單位自行負責印製及監印。 2. 試題格式：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。 3. 考試命題紙 下載：請至綜合業務組→表單下載→教師使用→『 考試 』下載。 4. 如需考試用答案紙或試題袋請至各系辦公室或綜合業務組領取(僅提供期中、末考)。
監試費及試卷印製費核銷	1. 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，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。 2. 自行尋找監考人員之教師，請填報監考人員監考費申請單，交由開課學系彙整後送交綜合業務組核銷。 3. 期中(末)考至多各申請 1 次，逾期將不受理。

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 26, 2025

Ref. No.: Jing-Jiao-Jung No. 11400065

Priority: Regular

Classification: Regular

Attachments: 1.[Instructions for Application for Proctor 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 and Final Exams of 2025-26AY 1st Semester

Descriptions:

- Starting from this semester, the unified midterm and final examinations for the College of Science and the College of Management will be cancelled, as well as teachers' individual applications for unified examinations. Instead, in-class examinations will be adopted. Since the number of exam papers is insufficient to achieve cost efficiency for bulk printing, the university will no longer commission vendors for centralized printing. In-class examination papers for the midterm and final exam weeks should be printed and Proctored by the course instructors or the departments offering the courses.**
- Schedule for Midterm and Final Exams week for current semester:
Midterm Exam: October 27 ~ 31, 2025
Final Exam: December 22 ~ 26, 2025
- If instructors require graduate students to assist with proctoring in-class examinations, please log in to the e-Campus Service System → All e-Campus service → Academic Affairs → "Application for In-class Exam Proctor Assistance" **from September 29 to October 5**. For details regarding applications for proctor assistance, exam paper printing, reimbursement, and proctoring guidelines, please refer to Attachment 1.
- 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)

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

Dean of Academic Affairs



Instructions for Application for Proctor Assistance and Reimbursement for 2025-26AY 1st Semester

Test Operations		Week	Schedule
Online application	Application for in-class Exam proctor assistance (Midterm/Final Exams)	4	09/29/2025 – 10/05/2025
Midterm	Midterm in-class exams	8	10/27/2025 -10/31/2025
	Reimbursement for midterm proctor expenses and test printing	8~9	Pending on further notice
Final	Final in-class exam	16	12/22/2025 – 12/26/2025
	Reimbursement for final proctor expenses and test printing.	16~17	Pending on further notice

Application for In-class Exams Proctor Assistance	
Online Application Schedule	<ol style="list-style-type: none"> The operation of Midterm/Final Exams are handled in accordance with the <i>Providence University Regulations on Term Exams Procedures</i>. System is open: September 29, 07:00 – October 5, 23:59 Online application: Log in to e-Campus service → All e-Campus service → Academic Affairs → select “Application for In-class Exam Proctor Assistance”. The requests for Group Exams and Proctor 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. If there is a change in Proctor 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. Operation manual: Div. of R&C → System operation instructions → For Teachers → “Operation Instructions for Application for In-class Exam Proctor Assistance”.
Application Conditions	<ol style="list-style-type: none"> In-class exams for Midterm/Final: For the classes over 50 (inclusive) students, in addition to head Proctor assumed by the teaching faculty, one Proctor assistant can be applied; 2 Proctor 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 Proctor assistants individually, online application would be unnecessary.
Leave for Exam and Make-up Exams	<ol style="list-style-type: none"> The exam leaves and make-up exams are processed in accordance with <i>Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams</i>. The make-up exam for Midterm Exam will be handled by the teaching faculties individually. Final make-up exams require online application. For the instructions for leave for exams, please refer to the webpage of the Div. of R&C → Systems → For Teachers.
Proctor	<ol style="list-style-type: none"> The regulations on exams are handled in accordance with <i>Providence University Regulations on Examination</i>. For in-class exams, the teaching faculties are requested to Proctor the exam rigorously to avoid student complaints. To avoid schedule conflict, in-class exam should avoid the scheduled dates for Group Exams. 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. 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.
Test Sheet Printing and Reimbursement	
Exam Paper Printing and Format	<ol style="list-style-type: none"> For in-class Midterm/Final exams (not tests during the semester) and graduation Examination papers: Exam papers are printed and verified by the course instructor or the offering department. The formats for Exam Papers: The manuscript should be on A4 size paper only. The manuscript should be clean and fill the layout to save the paper. To download “Test Manuscript Sheet”, please go to Div. of R&C → Forms → For Teachers → “Exams”.

	4. Answer sheets and exam envelopes for midterm and final exams can be picked up at your department office or the General Affairs Section.
Reimbursement for Proctor Fee and Print Job	<ol style="list-style-type: none"> 1. Faculty members and course-offering units who print exam papers should fill out the Reimbursement Application for Test Paper Printing and submit the printing receipts or invoices to their department, which will then forward them to the Division of R&C for processing. For audit purposes, each unit should keep the original test paper manuscript and a copy of the receipt for at least one year. 2. Faculty members who arrange proctor assistants on their own should fill out the Application for Proctor Fee and submit it to their department, which will then forward it to the Division of R&C for processing. 3. The reimbursement request is limited to once only per semester for Midterm and Final Exams respectively. Late application will not be accepted.