

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：115 年 3 月 13 日

發文字號：靜教綜字第 11500020 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 2 學期期中、期末考試時間及相關事宜，敬請 查照。

說明：

- 一、114 學年度起取消理/管理學院期中、期末統一會考及教師個人會考申請，改採隨班考試，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：115 年 4 月 13 日~17 日
四年級期末考：115 年 5 月 25 日~29 日
期末考：115 年 6 月 8 日~12 日
- 三、教師如需綜合業務組委派研究生協助期中(末)隨班考監考，請於 **3 月 16 日至 3 月 22 日** 系統開放期間，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』系統填寫申請。
- 四、四年級期末考請教師自行安排監考人員。
- 五、如自行安排監考人員之教師，無需辦理委派監考線上申請，並請於規定時間內完成監考人員監考費資料填報，以利核銷作業。
- 六、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。
- 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

114 學年度第 2 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 | 期中、期末隨班考委託監考申請 | 4~5 | 115.03.16~115.03.22 |
| 期中 | 期中考 | 8 | 115.04.13~115.04.17 |
| | 期中監考費及試卷印製費填報 | 8~9 | 電子郵件通知學系 |
| 期末 | 四年級期末考(無提供委派監考申請) | 14 | 115.05.25~115.05.29 |
| | 期末考 | 16 | 115.06.08~115.06.12 |
| | 期末監考費及試卷印製費填報 | 16~17 | 電子郵件通知學系 |
| 期中、期末隨班考協助監考申請 | | | |
| 委託監考線上申請時程 | 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：3月16日 07:00~3月22日 23:59 3. 委託監考線上申請 ：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』。 4. 期中考與期末考委派監考需求請 分別 填寫，並於系統開放期間一併提出申請，期末不另行開放申請，敬請留意！ 5. 系統開放時間內，如監考需求有異動者，請直接上線重新填寫即可；如系統已關閉，請於考試 前兩週 洽綜合業務組陳小姐處理。 6. 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. 自行安排監考人員之教師，無需辦理委託監考之線上申請，請於規定時間內完成監考人員監考費資料填報，以利核銷作業。填報時程將以 E-mail 通知各學系，並由學系轉知教師。 | | |
| 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→ 學生請假教師審核假單操作說明(含期末考學生請假補考申請操作說明) | | |
| 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 ：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. 試卷印製及自行安排監考人員之教師或開課單位，請於規定時間內完成試卷印製費及監考費資料填報，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。 2. 填報時程及表格將以電子郵件通知各學系，並由學系轉發給教師以供填報。期中、期末考至多各申請一次，逾期將不予受理。 | | |

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: March 13, 2026

Ref. No.: Jing-Jiao-Jung No. 11500020

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 2nd Semester

Descriptions:

1. Beginning in Academic Year 2025 - 2026, the centralized midterm and final examinations for the College of Science and the College of Management will be discontinued. Applications by individual instructors for centralized examinations will also no longer be accepted. Examinations will instead be conducted during regular class sessions. The printing and oversight of examination papers shall be the responsibility of the course instructors or the departments offering the courses.
2. Schedule for Midterm and Final Exams week for current semester:
Midterm Exam: April 13-17, 2026
Senior-Year Final Exam: May 25-29, 2026
Final Exam: June 8-12, 2026
3. Instructors who require graduate students to assist with proctoring in-class midterm or final examinations should submit an application through the "Application for In-class Exam Proctor Assistance" system from **March 16 to March 22** via: e-Campus Service System → All e-Campus Services → Academic Affairs → "Application for In-class Exam Proctor Assistance.
4. For final examinations for fourth-year students, proctors shall be arranged by the instructors.
5. Instructors who arrange their own proctors are not required to submit an online application for proctor assignment. However, they must complete the proctoring fee information within the prescribed period to facilitate the reimbursement process.
6. For details on proctoring assistance applications, examination paper printing, reimbursement procedures, and instructor proctoring guidelines, please refer to Attachment 1.
7. 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)
8. 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 In-Class Exam Proctor Assistance, Exam Paper Printing, and Reimbursement - 2nd Semester, Academic Year 2025 - 2026

| Test Operations | | Week | Schedule |
|--------------------|--|---------|------------------------------------|
| Online application | Application for in-class Exam proctor assistance (Midterm/Final Exams) | 4 - 5 | 03/16/2026 - 03/22/2026 |
| Midterm | Midterm in-class exams | 8 | 04/13/2026 - 04/17/2026 |
| | Reimbursement for Midterm Proctoring and Exam Paper Printing | 8 ~ 9 | E-mail Notification to Departments |
| Final | Senior-year Final Exam (No Assigned Proctor Applications Provided) | 14 | 05/25/2026 - 05/29/2026 |
| | Final in-class exam | 16 | 06/08/2026 - 06/12/2026 |
| | Reimbursement for Final Proctoring and Exam Paper Printing | 16 ~ 17 | E-mail Notification to Departments |

Application for In-class Exams Proctor Assistance

| | |
|--|--|
| Online Application Schedule for Proctoring | <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: March 16, 07:00 – March 22, 23:59 Online application: Log in to e-Campus service → All e-Campus service → Academic Affairs → select “Application for In-class Exam Proctor Assistance”. Requests for proctoring for midterm and final in-class examinations should be submitted separately for each exam. However, both requests must be submitted during the system open period for the midterm; the system will not be reopened for the final examination. Please take note. 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. Instructors who arrange their own proctors are not required to submit an online application for proctor assignment. However, they must complete the proctoring fee information within the prescribed period to facilitate reimbursement. The submission schedule will be sent to each department via email, and the departments will notify their instructors accordingly. |
| 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 Instructors to Review Student Leave Requests (Including Procedures for Final Exam Make-Up Requests), 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

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|---|---|
| Exam Paper Printing and Format | <ol style="list-style-type: none">1. For in-class midterm and final examinations (not regular tests during the semester) and graduation examination papers, exam papers shall be printed and verified by the course instructor or the department offering the course.2. 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.3. 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. Instructors or departments responsible for printing examination papers, as well as instructors who arrange their own proctors, are requested to complete the reporting of examination paper printing fees and proctoring fees within the prescribed period, and to submit the receipts or invoices to the offering department for consolidation and submission to the General Affairs Division for reimbursement.2. The reporting schedule and submission forms will be sent to each department via email, and departments will forward them to instructors for completion. Applications for the midterm and final examinations may be submitted no more than once each; late submissions will not be accepted. |