

Yuan Ze University Regulations for Student Conduct in Examinations

Passed by the 6th Academic Affairs Meeting of the 1990 School Year, July 4, 1991
Amended by the 11th Academic Affairs Meeting of the 1997 School Year, June 24, 1998
Amended by the 4th Academic Affairs Meeting of the 2003 School Year, March 3, 2004
Amended by the 6th Academic Affairs Meeting of the 2003 School Year, June 23, 2004
Amended by the 4th Academic Affairs Meeting of the 2011 School Year, March 7, 2012
Amended by the 4th Academic Affairs Meeting of the 2025 School Year, December 24, 2025

Article 1 These Regulations are established to maintain the fairness and order of examinations and to ensure the justice of learning achievement assessments. Unless otherwise provided, all examinations shall be conducted in accordance with these Regulations. These Regulations apply to all types of examinations, including quizzes, pop quizzes, midterm examinations, final examinations, and other formal assessments designated by the instructor.

Article 2 Students must observe the timetable for entering the exam room. Students arriving more than 20 minutes after the exam has begun shall not be permitted to enter the room. Those who have entered the exam room are not permitted to leave during the first 30 minutes of the exam. Within the first 10 minutes after the examination begins, proctors may announce the examination venue rules.

Article 3 Students who are unable to take the examination due to serious illness, injury, or force majeure shall apply for leave in accordance with the university's regulations and provide supporting documentation. Upon the instructor's approval, one make-up examination may be arranged. Absence without approval shall be considered truancy, and the grade for said examination shall be recorded as zero.

Article 4 Course instructors or designated proctors shall supervise the examination throughout the entire duration and maintain order in the examination room. Students shall follow the instructions of the proctors.

Article 5 All students must bring their student ID to the exam for the convenience of inspection. Those who have entered the exam room without their student ID and are unable to provide another form of identification clearly proving their identity will be asked to stop taking the exam and to leave the exam room by the proctor.

Article 6 During the examination, students are strictly prohibited from writing or copying any words, numbers, figures, or symbols related to the subject matter on desks, stationery, paper, or by any other means as aids for answering questions.

Article 7 Except for necessary stationery, students shall not carry any electronic devices with communication, memory, storage, display, translation, or AI functions (e.g., mobile phones, smartwatches, earbuds, tablets, AI glasses, electronic transmission calculators). This restriction shall not apply to tools explicitly permitted by the instructor in advance (e.g., non-programmable calculators, open-book materials, and other authorized reference materials).

Article 8 Students shall follow the order of the examination room and must not talk, whisper, look around, or attempt to copy other students' answers. Any behavior that disturbs the order of the examination or undermines its fairness is strictly prohibited.

Article 9 Students shall write down detailed information on the exam paper, including exam subject, date of exam, department/institute, grade/year, class title, student name, and number. In the case that test questions have been too poorly printed to be legible, students may raise their hands and ask the proctor to resolve the problem; however, students shall not request the proctor to explain the meanings of test questions. In the event that a completed answer sheet is found missing before the grade is recorded, the instructor may require the student to retake the exam. Upon receiving notification, the student must attend the make-up exam at the designated time and location.

Article 10 Students are not permitted to take any exam papers from the exam room. When the exam is over, students should immediately stop writing and leave the room, whereupon they should not linger at or near the exam site any longer.

Article 11 In the event of violating Articles 6, 7, 8, or 10, including behaviors such as circulating scripts, changing seats, copying answers, carrying prohibited items, impersonation, disobeying proctors' instructions, intimidating/threatening proctors, the instructor may deduct marks based on severity. In serious cases, the grade for the subject shall be zero, and the case shall be disciplined in accordance with "Yuan Ze University Study

Regulations” and “Yuan Ze University Regulations and Procedures for Student Discipline.”

Article 12 These regulations shall be promulgated and take effect upon approval by the Academic Affairs Meeting; the same shall apply to any amendments.