

請導師協助宣導，以免學生違規受罰。謝謝!!

### 考試規則重點提要

1. 請詳閱考試規則。
2. 不可隨身攜帶通訊器材干擾考試（務必關機），違者依規則議處。
3. 未發卷前，需確認是否走錯考場、坐錯座位。檢查口袋、四週、桌面等有無片紙隻字，如發現桌面上有寫字，於未發考卷前自行擦拭乾淨或向監考老師說明。
4. 跑錯考場已拿到考題後不可自行離開試場，務必待巡考人員帶出試場。
5. 開始作答前應先檢查試題上班級、科目、命題教師是否相符，如有不符，應即舉手請監試老師協助處理。
6. 考試鈴響 15 分鐘後不得進場，20 分鐘內不得離場，違者該科以零分計算。
7. 學生應試時應提供學生證或有照片的身分證、健保卡、駕照、護照、居留證，放置桌面上備查。未能提供者，請至「自動繳費機」申請臨時學生證。
8. 因發現學生多次將違規資料放置鉛筆盒內或下方，故監考老師於檢查學生證時，同時檢查置於桌面上之鉛筆盒。
9. 學生考試期間發生重大意外事故時，需上專案報告請特殊事故假，經核准可免學期總成績扣分。
10. 學生於應考英、日聽力測驗時，不能抄錄聽力測驗內容於桌面上作為筆試參考用，違者以違犯考試規則論處，請學生多加注意。
11. 期末申請補考重要說明：補考日期為期末考結束後隔週週三至週五分兩校區進行，補考相關資訊請至學生資訊系統查看。考試請假者需附證明至生輔組辦理請假核准手續，已准假者，方可安排補考；未請假或請假未核准者該科期末成績以零分計算。
12. 不可隨身攜帶具有通訊或記憶之電子性產品、智慧型手機及穿戴式裝置等。違者記過、留校察看或勒令退學。
13. 學生考試時勿將鉛筆盒、飲料及非應考必要之文具置放於桌面上。

## Important Exam Regulations

(Class Advisors: Please assist announcing the following.)

1. Please read all the exam regulations.
2. Telecommunication equipments **should not** be with you to interrupt the exam session. Please **turn off cell phones and PDA, ect.** Violating will be penalized accordingly.
3. Before the exam papers are distributed:  
Make sure you are in the right exam room and in the correct assigned seat.  
No papers should be in your pockets or on top of and below the desk.  
If there are words written on the desk, erase them or report the situation to the proctor.
4. If you realized that you are in the wrong exam room after receiving the exam paper, **please do not leave the exam room. Please wait patiently for a proctor to escort you to the right exam room.**
5. **When receiving the exam paper, please check if it is the right one for your class, course, and teacher. If not, please raise your hand and the proctor will assist you.**
6. **Do not** enter the exam room 15 minutes after the bell rang, and **do not** leave the exam room 20 minutes after the bell rang. Violators will receive a "0" for the exam grade.
7. Please bring your student ID card when taking the exam or present another type of photo documentation, such as the National ID card, Heath Insurance Card, Driver's License, Passport or Residence Permit, and place it on the desk for the proctor to confirm your identity. **If you did not bring any of the abovementioned documentations, please apply the temporary student ID at the Automated Document Application Payment Machine.**
8. Due to text violating materials being found in and/or under the student's pencil box, the proctor should also check the pencil box while checking the student ID.
9. Students who encounter serious incidents during the exam week as preventing them from taking the exam need to write a special report to request for a special incident leave. Without an approval of the special report, the whole semester grades will be deducted.
10. Note: During English/ Japanese Listening Exams, students **should not** take notes on their desktops. Violating will be penalized according to the University Regulations.
11. Final Make-up Exam Application Notice: The Final Make-up Exam is held on both Taipei and Taoyuan campuses, Wednesday to Friday, a week after the final exam. Please inquire the relevant information for the Final Make-up Exam from the Student Information System. Please apply the Final Exam Leave with supplement documents to the Student Advising Section for approval. Scheduling for the Final Make-up Exam is based upon the approved Final Exam Leave. Any unapplied or unapproved Final Exam Leave from the Student Advising Section, a zero grade will be given as the final exam grade for that course.
12. **Electronic equipments with communication or memory function, Smartphone, and wearable devices are not allowed with you in the exam room. Violating will be penalized with Demerit, Observation, or 2<sup>nd</sup> Level Expulsion.**
13. During the examination period, students should not place pencil boxes, drinks, and unnecessary stationery on the desk.