

Announcement

From: Office of Academic Affairs of NCKU

Date: 2019/12/24

No.: Curriculum Division 98

Subject: Information concerning undergraduate final examinations for the 2019 Fall Semester.

Description:

1. The final examination period will be from January 6 to 10, 2020. The examination for courses of two or more credits will be given by the instructors during two or more consecutive class hour period without a break. Students of all departments are not allowed to ask the instructors to give the examination in advance for any reason.
2. All students must abide by the examination rules and pay special attention to the following items:
 - (1) After entering the examination room, students can choose any seat, except if the instructor decides to assign seats, and must sign their name on the attendance sheet.
 - (2) Students must display their student identity card on their desk. Those who violate the examination rules will be punished according to NCKU rules.
 - (3) Any unauthorized reference materials, stationery items, and electronic devices with communication and/or storage capabilities are not to be brought into the examination room.
3. According to paragraph 1 in Article 5 of the NCKU Regulations for Student Leave of Absence: “Applications for leave shall not be allowed during an examination period in the semester. However, in case of severe illness, emergency, or unforeseen contingencies, students will be allowed to apply for leave with relevant certificates or documents in accordance with Article 3 of the Regulations.” Students need to log in to the Student Leave of Absence Application Online System (<http://i.ncku.edu.tw/>) to apply for such a leave of absence according to relevant regulations. For more information, please check the website of the Student Assistance Division of the Office of Student Affairs (<http://assistance.osa.ncku.edu.tw/>).
4. Enclosed is the “NCKU Rules on Curriculum Test Venues” for a reference.

國立成功大學課程考試試場規則

National Cheng Kung University Rules on Curriculum Test Venues

Passed and rectified at the 1st Academic Meeting, 02.02.1989

Passed and rectified at the 1st Academic Meeting, 01.18.2018

One

These rules are established for keeping the curriculum test order.

Two

Students can bring stationary and reference materials with the agreement from the test supervisor of that course. All communication devices, books, paper, or any devices with calculating, memorizing, photo, or video recording function are prohibited to be brought in and must be placed at the appointed location. Offender's score may be deducted by the course's teacher, and in serious cases their scores are calculated with zero points.

Three

Students should bring their student pass and place it on the table for the inspection of the test supervisor. For those who forget to bring their student pass, the test supervisor will specify "without pass" on their test sheet. Such students must then bring their passes to be verified by the course teacher after the test, and failure to do so will result in a zero score on the tested subject.

Four

Students who are late by more than twenty minutes are not allowed to enter the test venue and will be considered as absent from the test.

Five

It is prohibited to cheat, once being found cheating, the supervising teacher will announce the test sheet is nullified and notify the Office of Student Affairs for further penalties. If the test is taken by a substitute, both students will face severe punishments.

Six

When turning in the test sheet, the test book must be enclosed. After turning to the test supervisor, student must leave the venue immediately.

Seven

Students should stop answering once the bell rings and follow the instruction of the test supervisor when turning in the test sheets and leave the venue one by one, or the sheets will be nullified and the Office of Student Affairs notified for further penalties.

Eight

Regardless of whether the test sheets are completed, students must turn in the sheets or they will be counted as zero and the Office of Student Affairs notified for further penalties.

Nine

When there is a test going on, and happen a natural disaster or serious huge event, please obey the test supervisor's instruction, and inform the NCKU Campus Security Center depending on the situation.

Ten

These guidelines and their revisions are in effect subject to the approval of the Academic Affairs Meetings.

*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.



教務處公告

發文日期：中華民國 108 年 12 月 24 日

發文字號：(108)教課字第 98 號

主旨：公告本校 108 學年度第 1 學期大學部學期考試日期、試場規則、因病及公假處理相關事宜，希各生週知。

公告事項：

一、本學期期末考試日期為 109 年 1 月 6 日至 1 月 10 日，2 學分以上課程由教師於連續兩堂之上課時間舉行，各系學生不得以任何理由請求任課教師提前考試。(依 82 年 5 月 21 日 81 學年度第 2 次教務會議決議辦理)。

◎二、各生應考時必須遵守試場規則，並特別注意下列各項：

- (1) 學生進入試場後可任選座位就坐(教師另有規定者，從其規定)，由監考老師將印有該科應考學生姓名之簽名單，交由學生簽名後收回存查。
- (2) 應攜帶學生證入場，放置於考桌上供檢查，並應遵守考試規則，違犯試場規則者，依校規處分。
- (3) 非經任課教師同意攜帶之參考資料及文具物品，禁止帶入試場。

◎三、請假須依本校學生請假辦法第五條：學期考試期間不得請假。但因重病，或臨時發生緊急、重大不可抗拒之變故，應檢附相關證明文件，並依本辦法第三條規定辦理。學期考試請假核准程序：經授課老師及系主任(所長或學位學程主任)核准。(辦法詳見學生事務處生活輔導組網頁法規與 SOP)。

四、檢附本校課程考試試場規則。

國立成功大學課程考試試場規則

78.2.2 七十七學年度第二學期第一次教務會議修正通過
107.01.18 一百零六學年度第一次教務會議修訂通過

- 一、國立成功大學(以下簡稱本校)為維持課程考試試場秩序，特訂定本規則。
- 二、學生入場時除攜帶考試文具及監試人員同意之參考資料及物件外，所有行動通訊裝置、書籍、紙張、或具有計算、記憶、拍攝、錄影等功能之物品，不得攜帶進場。違者任課教師得斟酌扣分，情形嚴重者以零分計算。
- 三、學生應攜帶學生證入場，並將學生證放置於桌面上以供監試人員核驗。凡未攜帶學生證入場應試經監試人員在試卷上加註「未帶學生證」者，事後該生須親自持學生證送請任課教師補驗後註銷，否則該科目試卷以零分計。
- 四、應考學生如遲到逾二十分鐘者不准入場即以缺考論。
- 五、考試時不得有舞弊情事，如經發覺，由主持人當場宣佈其試卷作廢(以零分計算)，並通知學務處處分，如有冒名頂替代考情事，一經查覺雙方皆依校規受嚴厲處分。
- 六、考試交卷須將試題夾入試卷內送交監試人員後隨即出場，不得藉故逗留。
- 七、學生應於考試結束鐘聲響畢時立即停止作答，服從監試人員指揮交卷，並順序退場否則除將試卷作廢外並通知學務處議處。
- 八、試卷無論是否作答均必須交卷，否則該科目以零分計並通知學務處議處。
- 九、考試時如遇天然災害或重大事故，請依監試人員指示處理，並視情形通知本校校園安全暨災害防救通報處理中心(校安中心)。
- 十、本規則經教務會議通過後施行，修正時亦同。