

Regulations on Examination Management of Southeast University

Chapter One General Rules

Article 1 In order to standardize the determination and the handling of examination irregularities, maintain fairness and impartiality, and ensure a sound academic climate and a level playing field, the Regulations is formulated in accordance with the relevant national regulations and the actual situation of the university.

Article 2 The "examination(s)" as mentioned in the Regulations refer(s) to various academic examinations organized by the university, schools (departments) and teachers, including closed-book written examinations (experiments and online tests), semi-open-book written examinations, open-book written examinations, oral examinations, written-plus-oral examinations, paper writing (designing), research reports, etc.

Chapter Two Examination Disciplines

Article 3 In terms of examinations in forms of paper writing (designing) and research reports, candidates shall abide by relevant provisions of "Regulations on Southeast University Student Academic Ethics".

Article 4 Closed-book written examinations, semi-open-book written examinations, open-book written examinations, oral examinations, written-plus-oral examinations shall all be conducted in the specified examination room at the prescribed time. Candidates should enter the examination room at the prescribed time. Candidates who are late for more than fifteen minutes without solid reasons are not allowed to sit the exam and shall be dealt with absence from the examination.

Article 5 Candidates entering the examination room shall take with them an admission ticket, the student card, a valid ID card, and needed stationery. During closed-book examinations, candidates must not take with them schoolbags, books (including electronic dictionaries), notes, paper, communication devices, etc. During semi-open and open-book examinations, candidates can take with them the items under teachers' instructions.

Article 6 Candidates shall follow the invigilators' instructions and finish the examination independently. All kinds of examination irregularities including cheating are prohibited.

Article 7 While sitting examinations, candidates must not leave the examination room without invigilators' permission, otherwise they will be dealt as handing in

examination papers early.

Article 8 During the examination, candidates must not borrow any stationery or other items from each other without invigilators' permission. Should examination questions be misleading or illegible, candidates must raise their hands and wait for the invigilator to give clarification. Candidates must not talk to each other.

Article 9 Candidates must not delay handing in their examination papers. Having handed in the examination papers, candidates shall leave the examination room immediately and must not make noise inside or outside the examination room.

Article 10 Candidates may only leave the examination room after the examination has lasted for 30 minutes.

Article 11 After examinations, candidates must not inquire the scores of teachers, nor ask teachers to falsify the scores.

Chapter Three The Determination of Examination Violations

Article 12 Any of the following conduct in the examination room is deemed as violating examination disciplines:

1. Bringing into the examination room prohibited items instead of placing them in the designated position and ignoring invigilators' advice;
2. Not sitting at designated seats or refusing to follow the invigilators' arrangements;
3. Writing answers before the starting signal or after the ending signal;
4. Other behaviors disrupting the order in the examination room, such as making noise and smoking;
5. Entering or leaving the examination room without invigilators' consent while sitting exams;
6. Taking out of the examination room any examination papers, answer sheets and draft papers without permission;
7. Answering questions with unprescribed pen or paper, or writing names and candidate numbers in unprescribed places on the examination papers, or leaving other remarks on the answer sheets in any ways;
8. Other misconduct violating examination disciplines yet not constituting cheating.

Article 13 Any of the following conduct is considered as cheating in examinations:

1. Carrying any prohibited exam-related materials;
2. Copying or aiding others in copying answers to examination questions or exam-related materials;

3. Deliberately destroying examination papers, answer sheets, physical evidence or exam-related material;

4. Filling in answer sheets with names, candidate numbers (student numbers) and other information that does not match those of the exam-sitter;

5. Exchanging examination papers, answer sheets, and draft papers with other candidates;

6. Two (or more) answer sheets in the same examination room under the same subject are found bearing excessive similarities during paper grading;

7. Should candidates fail to properly safekeep exam-related materials such as examination papers, answer sheets and draft papers that might be misused by others when sitting examinations or handing in their answer sheets, then all candidates involved are deemed as cheaters;

8. Carrying though not using any devices that can transmit or receive messages;

9. Being a surrogate exam-taker or hiring a surrogate exam-taker.

10. Claiming another candidate's answer sheet by tampering with the name;

11. Organizing or participating in cheating as a group;

12. Snatching or stealing others' examination papers and answer sheets. Forcing others into aiding cheating behaviors.

13. Using electronic devices to communicate while sitting examinations;

14. Other cheating behaviors.

The violations of Article 9, 10, 11, 12, and 13 are considered severe cheating behaviors.

Chapter Four The Handling of Examination Irregularities

Article 14 Should candidates violate examination disciplines and cheat in examinations, the score of the subject (course) is recorded as "invalid" and GPA as "zero".

Article 15 Should invigilators find candidates violating disciplines or cheating in examinations, the misconduct shall be immediately terminated and faithfully put on record; the materials and tools used for cheating should be seized and a written statement should be produced on the spot by the candidates. After the examination, the record, the seized items and the written statement shall be handed over to the Office of Academic Affairs and the Education Service Office of the Graduate School.

Article 16 The Office of Academic Affairs and the Graduate School shall promptly inform the candidates' schools and be responsible for circulating a notice on

their disciplinary offences after assessment.

Article 17 Disciplinary measures shall be jointly taken by the Students' Affairs Office and the Graduate School in accordance with relevant provisions of "Regulations on Disciplinary Actions for Students of Southeast University".

Article 18 Should a student disagrees with the disciplinary decision, he or she may file a written complaint to the Student Appeals Committee within 10 days from the date of receipt of the University's disciplinary decision.

Chapter Five Supplementary Rules

Article 19 The examination room mentioned in the Regulations refers to the closed space designated for examinations.

Article 20 The Regulations shall be implemented as of the day of promulgation. Where other relevant documents are inconsistent with the above regulations, the Regulations shall prevail.

Article 21 The Office of Academic Affairs is authorized by the University to interpret the Regulations.

