

# 无锡职业技术学院

## 考场管理规定与国际学生考试违纪处理办法

### Wuxi Institute of Technology

## Regulations on the Management of Exam Rooms and Disciplinary Measures for International Students in Violation of Examination-related Regulations

### Article I Regulations on the Management of Exam Rooms

1. International students taking examinations are not allowed to bring books, reference books, or other written materials related to the content of the examination into the exam room, except for the necessary stationery (draft paper for the examination is distributed by the invigilator) (open-book examinations or open-note examination courses are not subject to this restriction). Students are not allowed to bring cell phones or other electronic products to the exam room, and violators will be treated in accordance with the *Handling Measures for Violation of Regulations on National Educational Exams*.
2. Students must bring valid documents such as student ID card or ID card, sit at the designated position and put valid materials such as student ID card or passport at the top left corner of the desk after taking the seat for verification of invigilator. Those who do not bring valid documents will be deemed as violating the discipline of the exam room and will be disqualified to take the examination. Candidates who do not obey the invigilator's arrangement will be deemed as violating the discipline of the exam room and will be disqualified to take the exam.
3. International students must attend the examination on time. Those who are late for more than 15 minutes after the examination starts will not be allowed to take the examination and will be treated as absentee. Those who do not enter the examination room or leave the examination room without permission in the middle of the examination are considered to abandon the exam voluntarily.
4. All answer sheets must be completed within the specified time without delay.

5. For exams with a specified time of more than 45 minutes, students could neither turn in exam paper within 30 minutes after the start of the exam, nor turn in exam paper or leave the examination room within 5 minutes before the end of the exam.

For examinations with a specified time of less than 45 minutes, students could neither turn in exam paper within 15 minutes after the start of the exam, nor turn in exam paper or leave the examination room within 5 minutes before the end of the exam.

6. Students are not allowed to raise their hands to ask questions on the test except for problems caused by printing.

7. Anyone who refuses to turn in the exam paper or does not take the examination for no reason shall be deemed as absentee, and the course score will be recorded as zero with the mark “absent”, and he/she will not be allowed to take the make-up examination.

8. The answer sheet of the closed-book examination must be completed independently, it is strictly forbidden to peek, discuss, plagiarize, exchange notes or use code words, as well as to bring written materials related to the content of the examination or electronic devices that store information related to the content of the examination. The person who is found the above-mentioned behaviors will be disqualified to take the exam, achieve zero in this semester’s grade and be marked “plagiarism”. If a student cheats in midterm exams, classroom tests (or regular tests) or others, the grade of the semester will be zero, and the word “cheating” will be marked. The student who cheated in the exam needs to take the course once again.

9. Students are allowed to refer to books in open-book examinations with the consent of the instructor, but may not copy or ask others to answer the test paper, exchange course review materials, textbooks and other reference books, otherwise they will be punished for cheating. In addition to copies of reference books, copies of other materials are not allowed to be brought into the examination room. Anyone who happen to bring copies of other materials to the exam room shall put them on the rostrum, otherwise, he/she will be treated as violating the discipline of the examination room.

10. The open-note examination will be conducted in accordance with the relevant regulations of the college.

11. International students who turn in papers before the end of the exam must leave the examination room immediately after turning in their papers, and must not stay inside or outside the examination room, or

make noise to affect other people's examinations. Violators will be punished for violating the disciplines of exam rooms. Students who turn in examination papers on time must stop answering immediately when the chief examiner announces that the examination time is up, hold the examination papers back on the desktop, and let the invigilator finish collecting the examination papers before leaving their seats.

12. The invigilator has the right to put forward other requirements for the organization of the examination according to the situation in the examination room, and international students must obey.

13. The examinations organized by the state or province shall be carried out according to their respective regulations on examination management.

## **Article II Disciplinary Measures for International Students in Violation of Examination-related Regulations**

1. International students who ask others to take examinations (or take examinations for others), or organize a group of three or more people to cheat, or steal examination papers for cheating (stealing exam papers of courses to which examination is indispensable is considered as cheating) will be expelled from school. If a student steals the test paper of an exam do not need his/her attendance will be placed on probation on the premises that the paper is not distributed. Student who distributes the test paper to others who take the exam of correspondent course will be expelled from the college. Student who steals the test paper without reporting in time will be put on probation.

2. Cheating in cases other than the above-mentioned situations.

(1) Anyone who cheats for the first time will be placed on probation.

(2) Anyone who cheats for the second time will be expelled from college.

3. Students are not allowed to take the make-up exam of the course in which he/she cheated and be recorded in the archive, but could take the course again.

4. Student who cheats in the make-up exam or re-learning test of the course will be recorded in the archive with zero grade, and no other make-up exam or re-learning opportunity will be granted to him/her during school time.

5. In addition to the corresponding punishment for cheating in midterm exams and tests (or regular tests), the semester grade of the course will be calculated as zero. Except for those who are expelled from the college, those who take the course and complete the coursework and practical sessions can apply to take the make-up exam, otherwise, they are not

allowed to take the make-up exam and are registered as “disqualified from the make-up exam”.

6. Co-cheaters will be treated equally with cheaters.

7. The result of the punishment will be published to the whole college and parents will be notified.

8. International students who cheat in exams will be reported to the Office of Academic Affairs by the invigilator and then sent to the Office of Student Work for treatment.

9. After the examination, international students are not allowed to unreasonably pester teachers about their marks, let alone make threats. Student who have similar behaviors will be dealt with in accordance with school discipline, and those who seriously violate the law will be expelled from college and be held legally responsible.

10. International student who violates the discipline of the examination room when taking the exam will be counted as “cheating”. If the case is less serious, the student will be given a notice of criticism; if the case is serious, the student will be given a warning or serious warning; if the case is serious and causes significant impact, the student will be given a demerit or above. If a international student violates the discipline of the examination room not as a test taker, he/she will be given a warning or above depending on the seriousness of the case for disturbing the normal teaching order.

### **Article 3 Others**

1. International students who cheat in the examinations organized by the college are subject to these regulations.

2. International students are required to bring their ID cards and student ID cards to take the make-up exams. Those who do not bring their ID cards or proof of identity issued by the Security Office or international students are not allowed to take the make-up exams.

3. Students who have completed the courses return to school for re-learning must bring their ID cards to take the exams.