

各位導師 您好！

依過往的情況，學生參加考試發生違規情事較多為：

1. 隨身攜帶手機或穿戴式裝置入場應試。
2. 利用手機存放講義作弊。
3. 夾帶小抄。
4. 考畢後未交答案卷並將答案卷攜出試場外。
5. 手機響起。
6. 於手掌、考試工具等書寫文字。

以上學生皆依校規議處。

煩請導師將「考試規則重點提要」對班上同學宣導，並強調其違規處分的嚴重性。多一份叮嚀，希望遏止學生投機的心態。承蒙老師費心，謝謝!!。



教務處 敬上

2018.03.26

Dear Class Advisors,

Below are the examination violation incidents occurred during examinations in the past.

1. Students brought cell phone or wearable devices into the examination room.
2. Students viewed the saved exam-related material from their cell phones.
3. Students brought notes with them.
4. Students did not turn in their examination answer paper once they finish their examination and took it outside of the examination room.
5. Students' cell phone rang during the examination session.
6. Students have words on their palms and writing instruments.

Above students are punished in accordance with university regulations.

Please promote the "Important Notice for Examination Regulations" in class as to emphasize the severe punishment that will be incurred if regulations are violated. We hope with these extra tips will put a stop students' risk speculations. We would like to express our deepest gratitude for your caring efforts - Thank You!!



Best Regards,
Academic Affairs Division
March 26, 2018

Important Exam Regulations

(Class Advisors: Please assist announcing the following.)

1. Please read all the exam regulations.
2. Telecommunication equipments **should not** 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, Health 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 in the exam room. Violating will be penalized with Demerit, Observation, or 2nd Level Expulsion.**
13. During the examination period, students should not place pencil boxes, drinks, and unnecessary stationery on the desk.

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。

銘傳大學考試規則

中華民國 80 年 5 月 10 日發布
中華民國 93 年 6 月 17 日校務會議通過
中華民國 100 年 5 月 12 日教務會議通過
中華民國 101 年 5 月 3 日教務會議通過
中華民國 102 年 11 月 28 日教務會議通過

- 第一條、為使學生明確知悉參加考試應遵守之事項，並為本校學則所訂各項考試之執行依據，特訂定銘傳大學考試規則(以下簡稱本規則)。
- 第二條、因故考試請假，應依「學生請假規則」辦理。其補考依「期末補考實施辦法」辦理。考試請假之成績依「學生學期學業成績計算辦法」辦理。
- 第三條、考試開始十五分鐘後不得入場，考試開始二十分鐘內不得出場，違者取消該科該次考試資格，且該科該次成績以零分計。
- 第四條、應試時須攜帶學生證，放置桌面上備查。未帶學生證者，應於應試結束前向試務中心申請臨時證明。未帶學生證或臨時證明入場者，如能提供可資證明確為學生本人之有照片證件如身分證、健保卡、駕照、護照或居留證，並經監試人員查驗核對無誤者，准予應試。違者取消該科該次考試資格，且該科該次考試以零分計算。
- 第五條、學生參加考試，應按排定試場及座號就座。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，應即舉手請監試人員處理。
- 第六條、試卷封面上各項資料應詳為填寫，如有遺漏而致該科無成績者，一律不予補填。考試進行中，發現試題印刷不清時，得舉手請監試人員處理，但不得請求解釋題意。
- 第七條、監試或試務人員為執行前列各項規定，得查驗各種可疑物品，並得對可能擾亂試場秩序或妨害考試公平之行為，作必要之處置。
- 第八條、入場考試中，如遇急病，應於送醫取具醫院證明後，專案簽報核定准假或按實有成績核計。
- 第九條、考場內外應保持肅靜，繳卷後仍逗留場內或在場外高聲喧嘩等行為，經制止不聽者，或未繳卷而擅自離開試場者，取消該科該次考試資格，其成績以零分計算。
- 第十條、考試若違反下列規則者，將報請依學生獎懲辦法之規定議處。
- 一、除考試准予之參考書籍、資料、用品及計算機外，其他未規定者應置放教室前、後方。
 - 二、不得攜帶具通訊、有礙試場安寧、干擾考試之物品入場。
 - 三、不得攜帶未獲許可具記憶功能而影響考試公平之電子性產品入場。
 - 四、試場座號上、桌面、身體、文具、隨身物品等不得書寫任何文字、數字、圖形或符號。
 - 五、不得有夾帶、傳遞、擅自調位、頂替、代考、或攜答案卷離場。
 - 六、不得窺視他人作答內容、或將試卷暴露供他人窺視，亦不得用言語或肢體語言互相交談。
 - 七、考試期間必須聽從監考或巡考人員之指導，不得破壞考試秩序、鼓動罷考或未經監考老師允許擅自離開試場。
 - 八、試卷或答案卷卡不得擅自交換、或填寫他人之姓名或學號，亦不得請他人填寫自己之姓名或學號。
 - 九、不得竊題，亦不得於試場外將考試內容告訴試場內考生。
- 第十一條、學生設有本規則規定外影響考場秩序、考試公平或考生權益之其他不當行為，按其情節輕重依學生獎懲辦法議處。
- 第十二條、學生若違反考試規則且受定期查看或勒令退學處分者，該科該次考試以零分計算。
- 第十三條、列入學期總成績之隨堂測驗或平時考試，如有違規作弊情事，比照本規則有關係文辦理。
- 第十四條、本規則經教務會議通過，報請校長核定後公布實施，修正時亦同。