**高雄醫學大學學生考試遵守要點**

**Kaohsiung Medical University**

**Directives for Students to Follow during Examinations**

83.02.24 82 學年度第八次法規會議修正通過

February 24, 1994 Amended and passed by the 8th meeting of the Regulations Committee of the Academic Year 1993

83.04.18 82 學年度第三次教務會議修正通過

April 18, 1994 Amended and passed by the 3rd Academic Affairs Meeting of the Academic Year 1993

83.05.07 (83)高醫法字第 0 六五號函公布

May 7, 1994 (83) Promulgated via the KMU official letter Fa Tzu

No. 065

104.07.23 103 學年度第六次教務會議通過

July 23, 2015 passed by the 6th Academic Affairs Meeting of the Academic Year 2014

104.08.28 高醫教字第 1041102747 號函公布

August 28, 2015 promulgated via the KMU official letter Chiao

Tzu No. 1041102747

112.02.10 111 學年度第 2 次教務會議通過

February 10, 2023 passed by the 2nd Academic Affairs Meeting of the Academic Year 2022

112.03.13 高醫教字第 1121100686 號函公布

March 13, 2023 promulgated via the KMU official letter Chiao

Tzu No. 1121100686

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| 一、  Article 1 | 本校為規範校內考試學生應遵守之事項，特訂定本要點。  Kaohsiung Medical University (KMU or “the University”) formulates the KMU Directives for Students to Follow during Examinations (“the Directives”) to regulate matters students shall adhere to when taking exams on campus. |
| 二、  Article 2 | 監試人員為執行本要點各項規定，得對可能擾亂試場秩序、妨害考試公平之情事進行即時必要之處置或查驗各種可疑物品或證件，學生應予充分配合，不得據以請求加分或延長考試時間。  To enforce the provisions in the Directives, invigilators may take necessary measures against any events that may disturb the order in an exam room or undermine the fairness of an exam, as well as examine suspicious objects or identification documents. Students shall fully comply with these measures and shall not request extra points or an extension of exam time as a result.  參加考試學生須依指定座位就座，非經監試人員許可不得擅離座位。  Students attending an exam shall be seated at designated seats and shall not leave their seats without the permission of invigilators. |
| 三、  Article 3 | 學生如有下列情形之一者，其該科該次成績以零分計算︰  For students who exhibit any of the following behaviors, their grades for that exam will be recorded as zero:   1. 考試開始後於十五分鐘未入試場，或考試開始後未滿三十分鐘離開試場。   1. Failing to enter the exam room within 15 minutes after the exam starts or leaving the exam room within 30 minutes after the exam starts.  (二) 考試時間藉故擅自離座，或一離座未將試題、試卷及答案卡併交監試人員驗收，或再行修改答案。  2. Leaving the seat without permission during the exam, leaving the seat without submitting their exam papers and answer sheets to invigilators, or changing their answers after leaving the seat.  (三) 學生於考試期間內有下列作弊行為者：  3. Engaging in any of the following cheating behaviors:   1. 夾帶或傳遞含有相關文字或符號之物件。 2. Carrying or passing objects containing relevant characters or symbols. 3. 在文具、衣物或肢體等處書寫相關文字或符號。 4. Writing relevant characters or symbols on stationery, clothing, or body parts. 5. 抄襲、傳遞或交換答案。 6. Copying, passing, or exchanging answers. 7. 以聲音或信號示人答案。 8. Using sounds or signals to show answers to others. 9. 將答案供人窺視、抄襲。 10. Showing answers for others to peek at or copy. 11. 意圖窺視他人答案或意圖便利他人窺視答案。   (6) Intending to peek at others’ answers or make one’s own answers available for others to peek at.  (四) 學生於考試期間內飲食、抽菸、嚼食口香糖、相互交談、無故擾亂試場秩序或影響他人作答等任一行為。  4. Eating or drinking, smoking, chewing gum, conversing, disturbing the order in the exam room, or interrupting others while they are answering during the exam.  (五) 學生於考試期間出現侵犯其他學生、監試人員或試務人員之人身安全，或嚴重擾亂試場秩序、妨害考試公平之行為。  5. Endangering the personal safety of other students, invigilators, or exam staff; severely disturbing the order in the exam room; or undermining the fairness of the exam.  (六) 學生無故污損、破壞答案卷(卡)、不在答案卷(卡)上規定範圍內作答或於答案卷(卡)上書寫任何與答案無關之文字、符號。  6. Smearing or damaging answer sheets (cards), not writing answers within specified areas on answer sheets (cards), or writing characters or symbols unrelated to answers on answer sheets (cards).  (七) 冒名頂替舞弊、脅迫其他學生或監試人員幫助舞弊、集體舞弊行為及電子通訊舞弊行為等情事。  7. Impersonating someone else to cheat, coercing other students or invigilators to assist in cheating, or engaging in collective or electronic cheating.  (八) 考試終了時未依監試人員指示立即停止作答，且未立即將試題、試卷及答案卡呈繳，或故意延遲者。  8. When the exam ends, failing to stop answering when instructed by invigilators, not submitting exam papers and answer sheets immediately, or deliberately delaying the submission.  (九) 學生在試場附近高聲宣讀答案或以其他方法指示場內學生作答。  9. Reading answers loudly near the exam room or using other methods to communicate answers to students in the exam room.  (十) 未依規定將試題、試卷及答案卡繳回而攜出試場或未繳卷即行退出試場者。學生因生病等特殊原因迫切需要在考試中飲水或服用藥物時，須於考試前持相關證明報備，在監試人員協助下飲用或服用，違者依其情形比照前項規定論處。  10. Bringing exam papers and answer cards out of the exam room or leaving the exam room without submitting exam papers and answer cards. Students who need to drink water or take medicine during the exam due to illness or special reasons shall notify invigilators and present relevant proof before the exam. They shall drink water and take medicine with invigilators’ assistance. Any violations will be handled according to the aforementioned provisions based on the specific circumstances. |
| 四、  Article 4 | 學生除必備文具外，不得攜帶任何參考資料，具有計算、通訊、記憶等功能或其他有礙試場安寧、考試公平之各類器材或智慧型手機等 3C 產品入座，但該科任課教師指定可攜帶者不在此限。  Other than stationery, students shall not carry any reference materials or electronic devices that have calculation, communication, or memory functions or may disturb the order of the exam room or undermine the fairness of the exam. However, this restriction does not apply to items specifically designated by the course instructor as allowed.  學生進試場就位之前，應將非應試用品放置於臨時置物區。  Students shall store items unrelated to the exam in temporary lockers before entering the exam room.  學生攜帶入場（含臨時置物區）之手錶及所有物品，應試時不得有發出聲響或影響試場秩序之情事，亦不得使用未經檢查之個人醫療器材如助聽器等設備。  Students shall ensure that items they bring into the exam room or store in temporary lockers, such as watches, do not make noise or disturb the order in the exam room during the exam. In addition, they shall not use unexamined personal medical devices, such as hearing aids, during the exam. |
| 五、  Article 5 | 學生須攜帶學生證應試，按規定入座並將學生證置於試桌上以便核查。如未攜學生證，可  暫以國民身分證或其他附有照片之有效證件代替；若仍無任何有效證件，須經監試人員確認身分無誤時，始准參加考試。  Students shall bring their student ID card to the exam, sit in their designated seat, and place their student ID card on the desk for verification. Students who do not have their student ID card with them may use another photo ID, such as a national ID card, as a substitute. If they do not have any valid identification, they shall wait for invigilators to confirm their identity before they are allowed to take the exam. |

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| 六、  Article 6 | 學生須於試卷上填明學號、姓名。  Students shall write their student ID number and name on their exam papers. |
| 七、  Article 7 | 學生在考試進行中，如發現試題字體不清或抄繕有錯誤時，得舉手向主監試人員示意，俟  主監試人員到達後再行發問，不得請求解釋試題內容。  Students may raise their hand to signal the primary invigilator if they find unclear prints or typos on the exam papers during the exam. They shall raise their concerns only when the primary invigilator approaches them and shall not ask for explanations of the exam questions. |
| 八、  Article 8 | 學生於考試時因病、因故（如廁等）經准離場者，應由監試人員陪同始准離座，若因病者，則由監試人員陪同前往本校附設中和紀念醫院急診處診療，如其離場時間尚未超過該場考試時間三分之一者，可再准其入場繼續考試，至該場考試時間終了。如超過上述時間則  不得再行入場應試，該科該次考試得以病假論。  When students are permitted to leave the exam room due to illness or other reasons (such as using the restroom), they shall leave their seat accompanied by an invigilator. If they fall ill, the invigilator shall accompany them to seek medical attention at the emergency room of the KMU Chung-Ho Memorial Hospital. If their absence from the exam room does not exceed ⅓ of the exam time, they may re-enter the exam room to continue with the exam until it ends. If their absence exceeds the aforementioned timeframe, they shall not be allowed to re-enter the exam room, and the exam will be considered as sick leave. |
| 九、  Article 9 | 如遇颱風、地震、洪水等重大天然災害、傳染病流行或其他重大事故，致全部科目或部分科目不能如期進行考試時，由教務處統一發布緊急措施或補考時間，學生應予配合，不得異議。  In the event that all or some exams cannot be carried out as scheduled due to major natural disasters, such as typhoons, earthquakes, and floods, or other major events, such as the spread of an infectious disease, the Office of Academic Affairs will announce emergency measures or rescheduled exam time. Students shall comply with these announcements without objection. |
| 十、  Article 10 | 學生考試違反本要點之規定或本要點未列之其他舞弊或不軌意圖之行為者，得由監試人  員予以登記提請教務處送學生事務處依本校學生獎懲準則及其他相關法令規定辦理。  For students who violate the provisions in the Directives or engage in cheating or misconduct, invigilators shall record the incident and report it to the Office of Academic Affairs. The report will then be forwarded to the Office of Student Affairs for handling in accordance with the KMU Guidelines for Student Rewards and Punishments and other relevant regulations. |
| 十一、  Article 11 | 本要點經教務會議審議通過後，自公布日起實施，修正時亦同。  The Directives shall be passed by the Academic Affairs Meeting and shall apply to subsequent amendments. |