

# Examination Regulations of the Wenzao Ursuline University of Languages

Amended and approved at the Executive Committee Meeting on April 11, 2001  
Ratified by the President on April 12, 2001  
Amended and approved at the Academic Affairs Committee Meeting on Oct. 15, 2003  
Ratified by the President on Oct. 29, 2003  
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Ratified by the President on April 2, 2014  
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Amended and approved at the Academic Affairs Committee Meeting on October 10, 2022  
Ratified by the President on October 27, 2022  
**Amended and approved at the Academic Affairs Committee Meeting on December 19, 2023**  
**Ratified by the President on January 5, 2024**

- I. To uphold the order of examination venues and ensure fairness in examinations, the "Examination Regulations of the Wenzao Ursuline University of Languages" (hereinafter referred to as Regulations) are formulated.
- II. The student must bring student ID card or any type of photo IDs to prove one's own identity to take the examination. During the examination, ID shall be placed on the table for reference. Students of the first-year, second-year, and third-year Junior College do not have identity documents with them shall apply temporary student ID card from the Registration Section of the Academic Affairs Office before taking the examination. For those who without ID cards with them during the examination, the subject score will be calculated on a 20% discount of the actual score.
- III. Students must arrive at the examination venue on time. No entry will be allowed for a twenty-minute late. Within the first thirty-minute of the examination, leaving the venue is not allowed. If there are individual regulations from teachers of senior students of the Five-Year Junior College or that of the University courses, the aforementioned regulation does not apply. For those students who try to entry or leave examination venue forcefully, the subject score will be calculated as zero. After submitting the answer sheets, students must leave the examination venue promptly and are not allowed to linger inside or near the venue.
- IV. Students must sit in their assigned seats. When necessary, the examination proctor may ask students to change seats.
- V. Students can only carry stationery necessary for the exam and must not bring, wear, or use mobile phones, wearable electronics, or any other devices that can be used for data transmission, remote sensing, photographing, or recording. The score of a student bringing, wearing, or using any of the aforementioned items into the exam room without placing them in the designated area will be invalidated. If a communication device placed in the designated area makes a noise, ten points of the score will be deducted.
- VI. Fourth/fifth-year students of the five-year junior college program and students of the four-year program are not allowed to bring reference materials including book-bags, books, notebooks and printouts to their seats (except for reference materials specified by teachers). First/second/third-year students of the five-year junior college program are required to put reference materials into book-bags and place book-bags under their seats or put them at the back of the room neatly. No points will be given to any student violating this rule.

- VII. Students who have questions about the exam questions or the exam papers must raise their hands before asking questions.
- VIII. During the examination, students are not allowed to talk to each other, look from side to side, carry pieces of paper, write on the desks or on their writing utensils, recite answers or exhibit any other cheating behavior. Students who are found cheating will receive a major demerit and a score of 0 for the examination.
- IX. When the bell rings, students must immediately stop answering exam questions and hand in their exam papers. Students who delay handing in their exam papers will have 5 points deducted from their score. Students who do not hand in their exam papers or bring the exam papers out of the examination venue will be given a score of 0 for the exam.
- X. No personal leave will be granted for joint exams organized by the Office of Academic Affairs. Students who have to take a sick leave on the day of the exam should notify the Curriculum Section of the Office of Academic Affairs by phone 20 minutes before the exam starts. A medical certificate must be submitted to the Curriculum Section via registered mail on the day of the exam (postmarked date). The student should complete the leave-taking procedure by submitting the official application to the Curriculum Section after returning to school.
- XI. The Regulations become effective after they are approved by the Academic Affairs Committee Meeting and ratified by the President. Amendments must follow the same procedure.