

Document of Shenzhen Technology University

No.17, 2019

Notice on the Issuance of "Shenzhen Technology University Examination Room Discipline (Trial)"

All departments of the university:

The "Shenzhen Technology University Examination Room Discipline (Trial)" is hereby issued to you, please comply and execute accordingly.

Hereby notice.

Shenzhen Technology University

January 15, 2019



Shenzhen Technology University Examination Room Discipline (Trial)

Chapter 1 General Provisions

1 To strengthen the management of examinations at our school, regulate the behavior of candidates and invigilators in the examination room, maintain the fairness, justice, and order of examinations, and build a good examination and academic atmosphere, these regulations are formulated.

2 These regulations apply to all examinations hosted by our school.

3 The list of examination rooms for school examinations shall be arranged by the relevant management departments. The chief invigilator and invigilators must not add candidates' names to the examination room list without authorization.

4 The invigilators for school examinations should be officially employed by faculty and staff members of our school. The list of invigilators shall be arranged jointly by the relevant management departments and colleges (departments), with two invigilators in each standard examination room.

Chapter 2 Examinee Discipline

5 According to the examination room list published by the school, candidates should arrive at the designated examination room within the specified time to take the exam.

6 Candidates must bring their valid identification documents as stipulated for the exam (such as admission ticket, student ID, and identity card), arrive at the examination room 15 minutes in advance, sit in the assigned seat, and place the documents in the

upper right corner of the seat for inspection. Students who do not bring all the required documents or who enter the wrong examination room should follow the instructions of the invigilator and leave the examination room immediately.

7 After the exam starts, candidates will not be allowed to enter the examination room 30 minutes later, and the course will be recorded as absent. Only after 30 minutes into the exam can candidates hand in their papers and leave. Candidates who have not handed in their papers are not allowed to leave their seats or the examination room.

8 During the examination, candidates are only allowed to bring pens, rulers, erasers, and other necessary stationery, as well as books and reference materials permitted by the instructor for open-book exams. It is strictly forbidden to bring their scratch paper. For exams where calculators are allowed as per regulations, calculators with storage functions (such as Wenquxing, Quick Translator, etc.) are not permitted.

9 During the examination process, candidates are not allowed to lend or borrow items without permission. In open-book exams, borrowing others' books, notes, etc., is prohibited.

10 Unless there are special requirements, candidates must answer questions using black ink pens or signature pens. The handwriting must be clear and neat. Answers written on scratch paper are invalid.

11 Candidates must complete their answers within the specified time. After the exam conclusion signal is given, candidates should immediately stop answering and submit their papers in the manner directed by the proctor. During the submission process, they should remain quiet, not converse with others, or review other people's papers. Only after the papers have been

collected and the proctor has checked and approved can candidates leave the examination room.

12 During the examination period, candidates should consciously maintain the order of the examination, comply with the management of the proctors, and must not engage in the following behaviors that disrupt the examination order:

(1) Intentionally disrupting the order of examination sites, examination rooms, or other examination work areas;

(2) Refusing or obstructing the invigilators from performing their duties;

(3) Threatening, insulting, defaming, falsely accusing, or otherwise infringing upon the legitimate rights and interests of invigilators or other candidates;

(4) Intentionally damaging examination room facilities and equipment;

(5) Other behaviors that disrupt the order of examination management.

13 If candidates do not comply with the examination room discipline do not follow the arrangements and requirements of the invigilators, and have any of the following behaviors, it is considered a violation of examination discipline:

(1) Bringing items into the examination room that are not permitted or not placing them in designated locations;

(2) Not taking the exam at the assigned seat;

(3) Answering questions before the start signal is given or continuing to answer after the end signal is issued;

(4) Looking around, whispering, exchanging signals, or making gestures during the exam;

(5) Making noise, smoking, or engaging in other behaviors that disrupt the order of the examination room within the prohibited area;

(6) Leaving the examination room without the consent of the invigilator during the exam;

(7) Taking out examination papers, answer sheets (including answer cards, answer papers, etc., the same below), scratch paper, or other exam papers from the examination room;

(8) Answering questions with pens or paper not specified by the regulations, or writing names, exam numbers, or marking information on the answer sheet in places not designated by the exam paper;

(9) Bringing personal scratch paper to the exam;

(10) Other behaviors that violate examination room discipline but do not constitute cheating.

14 Candidates who violate the examination room discipline and contravene the principles of fairness and justice in the examination process, and have one of the following behaviors, are determined to be cheating in the examination:

(1) Bringing materials related to the examination content or electronic devices storing materials related to the examination content to a closed-book examination;

(2) Writing or marking any text or symbols related to the examination course content on the examination desk, around the seat, or on the body;

(3) Copying or assisting others in copying answers to questions or materials related to the examination content;

(4) Snatching, stealing others' examination papers and answer sheets, or coercing others to facilitate their copying.

(5) Bringing devices with the capability to send or receive information into the examination room;

(6) Intentionally destroying examination papers, answer sheets, or examination materials;

(7) Filling in names, examination numbers, or other information on the answer sheet that does not match one's own identity;

(8) Passing and receiving items, or exchanging examination papers, answer sheets and scratch paper;

(9) Possessing another person's examination paper or scratch paper before the end of the submission of examination papers;

(10) Being identified as having identical answers during the grading process;

(11) Other actions that obtain or attempt to obtain exam questions and answers, or test scores, through improper means.

15 Candidates who commit any of the following actions will be considered as having committed serious examination cheating:

(1) Taking an examination on behalf of another person or having another person take an examination on one's behalf;

(2) Cheating in an organized manner (planned collectively by three or more people);

(3) Soliciting assistance in cheating from individuals outside the school;

(4) Stealing examination papers or tampering with scores;

(5) Using communication devices to transmit examination content;

(6) Committing examination cheating actions more than twice;

(7) Other serious examination cheating behaviors.

16 Students who violate examination room discipline may be subject to criticism, verbal warnings, and may have their examination qualifications revoked by invigilators and examination room patrol personnel. If a student's examination qualification is revoked, their performance in that examination will be considered invalid. Those who are identified as having committed examination discipline violations, cheating, or serious cheating will be disciplined by the relevant school departments through the "Shenzhen Technology University Student Disciplinary Measures (Trial)".

17 Candidates who violate examination room discipline should cooperate with invigilators in the identification and handling of their disciplinary violations and cheating.

Chapter 3 Examiner Discipline

18 Proctors shall attend the invigilation on time according to the invigilation notice and must not be absent without reason or have someone else replace them without authorization. Those who cannot invigilate due to special circumstances should ask for leave in advance from their respective department or faculty, who will then assign another person and report to the teaching management department one day in advance.

19 Proctors should enter the examination room 15 minutes before the start of the exam to guide candidates to their seats according to the examination room list; 10 minutes before the exam, they should announce the examination rules and important notes, and check the candidates' identification documents against the list, recording the student numbers and names of those absent.

20 Proctors should distribute the exam papers at the designated time without advancing or delaying. After distributing the papers, proctors should indicate the number of pages of the exam to the candidates. If there is unclear printing on the exam papers, a general announcement can be made, but no explanation of the content of the questions should be given.

21 Proctors should prohibit candidates who are more than 30 minutes late from entering the examination room; they should also prevent candidates who have not handed in their papers from leaving their seats without permission. Only after 30 minutes into the exam should candidates be allowed to submit their papers and leave the examination room.

22 Fifteen minutes before the end of the exam, proctors should remind the candidates. Proctors must not extend or shorten the examination time on their own.

23 After the signal for the end of the exam is given, proctors should instruct candidates to stop writing immediately. Those who refuse to comply should have their papers confiscated and be dealt with as per the examination disciplinary procedures.

24 For candidates who have completed the exam, proctors should instruct them to place their exam papers face down on the desk and only leave the examination room after the papers have been collected. During the collection of papers, proctors should strictly prohibit candidates from looking at others' papers or talking to others. Those who refuse to comply should have their papers confiscated and be dealt with as per the examination cheating procedures.

25 To prevent candidates from taking the test papers away, upon the conclusion of the exam, the invigilators shall immediately count the test papers to ensure that the number of

candidates matches the number of test papers before they are allowed to leave the examination room.

26 Invigilators should carefully fill out the "Examination Room Situation Registration Form" and submit it to the relevant management unit's examination office promptly after the conclusion of the exam for this course.

27 During the invigilation period, invigilators must not be late, leave early, or absent themselves from the examination room without permission. They must turn off their communication devices and must not engage in any activities that could disturb the candidates or are unrelated to invigilation.

28 Except for the chief invigilator and patrol inspectors, invigilators have the authority to prevent other individuals unrelated to the exam from entering or leaving the examination room at will to avoid disturbing the candidates.

29 Invigilators should strictly adhere to the relevant provisions of these regulations, diligently supervise the exam, strictly monitor, and maintain the order of the examination room. For candidates who violate these regulations, invigilators have the right to criticize, give verbal warnings, and even cancel their eligibility to take the exam. For candidates who disrupt the examination order or commit misconduct or cheating, the following procedures shall be followed:

(1) Cancel the candidates' eligibility to take the exam and confiscate their test paper;

(2) Retain any physical evidence, documentary evidence, and other relevant materials used by the examinee for cheating;

(3) Thoroughly record the facts of the examination misconduct or cheating in the "Examination Room Situation

Registration Form," have the examinee sign it, and then order them to leave the examination room;

(4) After the exam, promptly submit the "Examination Room Situation Registration Form," along with the physical evidence, documentary evidence, voided test papers, and other relevant materials, to the relevant management unit's examination office.

For candidates who refuse to cooperate in the identification and handling process of misconduct or cheating, or for acts of misconduct or cheating that are difficult to evidence during the exam, if confirmed by the signatures of two invigilators, they may be deemed to have committed misconduct or cheating.

30 Invigilators must assist in the investigation and handling of various incidents that occur in the examination room.

31 During the invigilation period, if invigilators violate these regulations and cause a teaching incident, once identified, they will be dealt with according to the school's relevant regulations on teaching incidents.

32 For invigilators who violate these regulations, examination room patrol and inspection personnel have the authority to criticize, give verbal warnings, and even determine teaching incidents.

Chapter 4 Supplementary Provisions

33 These regulations shall come into effect from the date of promulgation.

34 These regulations are to be interpreted by the Department of Academic Affairs.

Shenzhen Technology University

January 15, 2019



Cc: School Leader, Records Office.

Party and Government Office of
Shenzhen Technology University

Issued on January 15, 2019
