

## **CYCU Rules for Entrance Examination Site**

Approved by 2nd Enrollment Expansion Meeting on December 26, 2000 in the school year of 2000

Amended by 1st Enrollment Committee Meeting on May 3, 2006 in the school year of 2006

Amended by 3rd Enrollment Committee Meeting on November 21, 2013 in the school year of 2013

Amended by 7th Enrollment Committee Meeting on April 23, 2015 in the school year of 2014

Amended by 2nd Enrollment Committee Meeting on October 29, 2015 in the school year of 2015

Amended per the official letter under Yuan-Mi-Zi No. 105002657 dated August 25, 2016

Amended by 14th Enrollment Committee Meeting on April 25, 2017 in the school year of 2016

### **Rules for Access to Examination Site**

Article 1. The examinees shall enter the examination site at the time of examination as scheduled. The examinees are not allowed to enter the examination site by the scheduled time of examination. The examinees that are late for the examination for 20 minutes will not be allowed to enter the site. The examinees that are allowed to enter the site shall not leave the site within 40 minutes. Where any examinee violates the requirements, the relevant test taken by the examinee will not be scored, and the examinee might be disqualified for the examination if the case is considered material.

Article 2. The examinees shall take their seats as per the seat numbers assigned to them, and shall check to make sure the seat numbers specified on the examination paper, desk and admission ticket are identical before answering the questions. In the case of inconsistency, the examinees shall raise their hands and ask the test day invigilator to deal with it.

Where any examinee finds that he/she takes the wrong seat at the same site after starting to answer the questions, please deal with it in the following manners:

1. Where the examinee or any other examinee finds it, the relevant test scores shall have 2 points deducted.
2. Where the test day invigilator finds it, the relevant test scores shall have 5 points deducted.
3. Where the test day invigilator finds that examinees exchange seats to take the test, the relevant test scores shall be deducted raise their hands.

Where the examinee finds that he/she enters the site in error after entering the site, please deal with it in the following manners:

1. Where the examinee finds it within 20 minutes after the relevant test starts,

he/she shall be escorted by the test day invigilator to move to the correct site, and the requirements referred to in the preceding paragraph shall apply.

2. Where the examinee is found to have started the 20 minutes after the relevant test starts, the relevant points shall be deducted from the final test score.

Where the examinee finds that he/she completes the examination paper (answer sheet) in error, please deal with it in the following manners:

1. Where the examinee or any other examinee finds it, the relevant test scores shall have 2 points deducted.
2. Where the test day invigilator or examination administration staff finds it, the relevant test scores shall have 5 points deducted, or by double or in whole, if the case is considered material.

### Admission Ticket and ID Card

Article 3. The examinees shall carry their admission tickets and ID cards (with photo and ID No.) with them when entering the site, and put the same on the desk for inspection. Where any examinee fails to take his/her admission ticket, he/she shall be allowed to take the test after the test day invigilator verifies the examinee's identity. Where the examinee fails to carry his/her ID card with him/her, the examination administration staff shall take a photo of the examinee for record and the examinee shall submit his/her ID card to the Examination Center for verification before the ring of the last test ends on the same day. Where the examinee fails to comply with the requirement, the scores of the tests falling in the period in which the examinee fails to complete the ID verification shall be excluded in whole.

Article 4. The admission ticket shall be kept clean and free from any other words or symbols; otherwise, the admission ticket holder shall be disqualified for the examination.

### Stationary

Article 5. Where any examinee meets any of the following circumstances, the relevant test scores shall be deducted as required, and excluded in whole if the case is considered material:

1. A calculator may be applied to such basic functions as four fundamental operations of arithmetic, trigonometric function and logarithm only, while it shall not be applied to programmable functions; otherwise, the relevant test scores shall have 5 points deducted.
2. Except for drawing, the answer sheet shall be completed with black-ink or blue-ink pens only; otherwise, the relevant test scores shall have 2 points deducted.
3. Where any examinee fails to complete the answer sheet with 2B pencils and, therefore, it is impossible for the machine to read the answer, the examinee shall be held liable for it independently.
4. No book, notebook paper, calculator (unless otherwise provided by the specific test), electronic product equipped with the function for communication,

memory, supporting Bluetooth transmission, camera, video recording, sound control, access to network and SMS (e.g. Watch with calculator, PDA, smart phone, digital dictionary, translation machine, pad, smart watch, smart ring and wearable device, et al.), or any other items likely to affect the order and justice at the examination site are allowed to be carried by the examinees with them at the seats (no matter whether they are put in drawer, under the desk or beside the seat, or carried by the examinees with them); otherwise, the relevant test scores shall have 5 points deducted. The power of any electronic products carried into the site (including the designated locker area) shall be turned off and any alarm setting shall be canceled. Where the electronic products ring or shake in the duration of the examination, the examinee's relevant test scores shall have 2 points deducted.

5. Any personal medical appliance, such as hearing aid, shall be reported in advance and may be used only upon inspection; otherwise, the relevant test scores shall have 3 points deducted.

### Requirements About Answer Sheet

Article 6. Unless the examination paper is unreadable for poor printing, under which case the examinees may raise their hands to ask for clarification, no examinee is allowed to ask for interpretation about any question in the examination paper. Where any examinee drops the answer sheet (card) negligently, he/she shall raise his/her hand to notify the test day invigilator and then pick the same up. No examinee is allowed to add the answer sheet (card) for any test.

Article 7. The answers of any test shall be written down (marked) on the specific answer sheet (card). When answering multiple-choice questions, please enter the same optional symbols identified on the examination paper. No names or any symbols or text unrelated to answers are allowed to be written down on the answer sheet (card) or professional work. The examinees are also not allowed to open or contaminate the answer sheet, or tear down the seat number identified on the corner of the sheet. Where the examinees fail to comply with said requirements, the relevant test scores shall have 2 points deducted, or by double or in whole, if the case is considered material.

### Order at Examination Site

Article 8. The examinees shall follow the test day invigilator's instruction and work with the invigilator in the inspection of admission tickets, ID cards and roster of examinees, and shall sign the attendance record with printed letters in person at the site at each test interval. The examinees shall not reject the requirement or ask for raise in scores or any extension of test hours with excuse therefor; otherwise, they will be reported to a CYCU Enrollment Committee meeting for resolution subject to the case.

Article 9. The examinees are prohibited from looking around, talking with each other, peeping others, copying others' answers, allowing others to peeping their answers, or trying

to interrupt the order at the site and affecting others' answering the examination paper and refusing to take the advice. For failure to comply with the requirement, the examinees' relevant test scores shall be excluded.

Article 10. The examinees shall not copy others' answers, communicate answers, smuggle answers, pretend to be others through disguise, or threaten others to cheat with them, or conduct any other form of abuse; otherwise, the examinees shall be confined on site for 40 minutes after entering the site, and be ordered to leave the site upon expiration of those 40 minutes and disqualified from the examination. If the case is considered material, the examinees' schools or service entities will be requested to discipline the examinees.

Article 11. Where the examinees need to leave the seats for sickness or with causes (e.g. Toilet), they shall not leave their seats until the test day invigilator approves and agrees to escort them. Where the test has not finished after the examinees are cured or treated, the examinees may still take the examination, provided that they are not allowed to ask for an extension of the test hours or a make-up test.

#### Requirements about Hand-in of Examination Paper

Article 12. The examinees shall cease to answer the examination paper and wait the test day invigilator to collect the examination paper after the ring (bell) of the test ends. Where the examinees that continue to answer the examination paper, the relevant test scores shall have 5 points deducted. The examinees are not allowed to hand in the examination paper voluntarily within the last five minutes by the end of the test, but shall sit on their seats and leave the site until the test day invigilator collects their examination paper. The examinees are not allowed to stay or make noise, read answers, or instruct the other examinees at the site to answer the examination paper in any other manners around the examination site after handing in their examination paper.

Article 13. The examination paper shall be handed in together with the answer sheet (card). The answer sheet (card) shall not be taken out of the site. Any examinees that fail to comply with the requirement shall be disqualified for the examination.

#### Other Rules

Article 14. The examinees shall comply with CYCU school rules and be prohibited from smoking in school. The examinees that ignore the advice shall be disqualified for the examination.

Article 15. The examinees' personal belongings may be carried into the site and placed at the designated location.

Article 16. Where the examinees commit any abuse not covered herein, affect the order and justice of test, and engage in any misconduct, the test day invigilator or examination administration staff shall record the examinees and report them to

CYCU Enrollment Committee for discipline subject to the case.

- Article 17. Where it is necessary to postpone the examination due to such force majeure as typhoon or earthquake, CYCU shall announce the postponement and broadcast it on TV stations and radio stations, without individual notice given to examinees.
- Article 18. Where the examinees' answer sheet (card) is lost or damaged before registration of the test result and thereby it is impossible to calculate the test scores, the examinees shall take a make-up test. Upon receipt of the make-up test notice, the examinees shall take the test at the scheduled time. Where the examinees refuse to take the make-up test, the relevant test scores shall be excluded in whole.
- Article 19. The Rules are passed by the Enrollment Committee meeting, and shall be promulgated and enforced by the Principal. The same shall apply where the Rules are amended.