

Examination rules

Contractor: Mrs. Tsai (Ext. 2032)

1. Midterm Exam, Graduation Exam, and Final Exam time are scheduled on a basis according to the school calendar. The examination method is based on the principle of quizzes in the classroom. If the test isn't held during the exam week, the instructor should revise the course schedule, and then the course must still be held as usual during exam week.
2. The examination method is based on the principle of in-class examination. Those who do not hold quizzes (in-class tests) must coordinate with the students in advance on the appropriate time to borrow the classroom, and make announcements to the students.
3. The right to use the classroom during the exam week is the original class period. Those who need to borrow the classroom should apply the "Classroom Borrowing System" and abide by the borrowing time so as not to affect the use rights of others.
4. For examination week question printing, please submit the original manuscript (A4 single-sided printing) to the Course and Curriculum Division in Room 408 on the 4th floor in Dickson Lee Hall on the 5 working days before the "pickup date". The answer sheet can also be collected from the Course and Curriculum Division.
5. After the student's leave is permitted according to the leave regulations, the Make-up exam time and method will be coordinated by the instructor and students. Students who take leave for semester exams and have completed make-up exams before the score submission date will have their semester scores uploaded to the score management system. Students who have not submitted their scores before the score submission date have to enter the "make-up exam results and registration

list" into the "make-up exam score registration system", the Course and Curriculum Division will provide teachers with a written "make-up test score report" to compile and post. The deadline for the Make-up test for the final exam will be set based on the school calendar.

6. If the student violates the test regulations, the instructor will handle it and inform the Student Affairs Office according to the examination rules. Or due punishment will be executed depending on the level of infraction.
7. The system pathway for supporting exam-related tasks:
 - (1) "Classroom Borrowing System": CYCU Homepage/Faculty Staff /Log in/Academic Affairs Office/Classroom Borrowing System/Pre-booking of vacant classrooms. Vacant classrooms can be borrowed within one month from the date the system opens the borrowing system.
 - (2) Download the "Blank Question Paper": CYCU Homepage /Faculty Staff /Log in/Teaching/Teaching Study website/Exam information/Exam Question Papers.
 - (3) "Examination Seat System": CYCU Home Page/Faculty Staff/Log in/Teaching/Course List query (real-time)/Exam seats. It is used to assist teachers in arranging exam seats. [Exam Seat System Operation Instructions](#)
 - (4) "Class Schedule Collection System": CYCU Home Page/Faculty Staff/Log in/Teaching/Course List query (real-time)/Class schedule summary. It is used to help teachers evaluate students' course performance at each period to reduce conflicting exams. [Operating instructions for the class schedule collection system](#)
 - (5) "Leave status": CYCU Homepage/Faculty Staff/Log in/Teaching/Course List query (real-time)/leave status. It is used to help teachers understand students' leave status immediately. [Leave status inquiry operation Instructions](#)

(6) "Re-examination score make-up list": CYCU Homepage/Faculty Staff/Log in/Teaching/Course List inquiry (real-time)/make-up exam registration. It is used to provide those who failed to complete the make-up exam before the score submission date. [Operating instructions for a list of the make-up exam system](#)

8. Related form download path: CYCU homepage/Faculty Staff/ Log in/Teaching/Teaching Website/Examination Information.

