

# 國立中山大學招生考試試場規則及違規處理辦法

## Regulations for Maintaining Order of Exam Venues and Handling Violation

中華民國 94 年 9 月 27 日本校 95 學年度 學士班暨碩博士班招生委員會第一次聯席會議通過  
Approved at the 1st joint Admission Committee meeting for undergraduate and graduate programs on Sep. 27th, 2005  
中華民國 98 年 9 月 15 日本校 99 學年度碩博士班第 1 次暨學士班第 2 次招生委員會聯席會議修正通過  
Amended and approved at the 1st Admission Committee meeting for graduate and the 2nd Admission Committee meeting for undergraduate program on Sep. 15th, 2009  
中華民國 100 年 7 月 19 日本校 100 學年度碩博士班第 9 次暨學士班第 5 次招生委員會聯席會議修正通過  
Amended and approved the 9th Admission Committee meeting for graduate programs and the 5th Admission Committee meeting for undergraduate programs on July. 19<sup>th</sup>, 2011  
中華民國 101 年 6 月 19 日本校 101 學年度第二次招生檢討會會議修正通過  
Amended and approved at the 2nd Admission Review meeting on Jun. 19<sup>th</sup>, 2012  
中華民國 103 年 5 月 22 日本校 103 學年度碩博士班第 6 次暨學士班第 4 次招生委員會聯席會議修正通過  
Admission Committees meeting for graduate programs and the 4th Admission Committee meeting for undergraduate programs on May. 22<sup>nd</sup>, 2014  
中華民國 104 年 7 月 22 日本校 105 學年度碩博士班暨學士班第 1 次招生委員會聯席會議修正通過  
Amended at the 1st joint Admission Committees meeting for undergraduate and graduate programs on July. 22<sup>nd</sup>, 2015  
中華民國 106 年 10 月 5 日本校 106 學年度碩博士班暨學士班第 2 次招生委員會聯席會議修正通過  
Amended at the 2nd joint Admission Committees meeting for undergraduate and graduate programs on October 5<sup>th</sup>, 2017

- 一、 為維護招生考試試場秩序及考試公平，特訂定「招生考試試場規則及違規處理辦法」（以下簡稱本辦法）。
  - I. These regulations are formulated to maintain order of exam venues and exam impartiality.
- 二、 監試或試務人員為執行本辦法各項規定，得對可能擾亂試場秩序、妨礙考試公平之情事進行及時必要之處置或查驗各種可疑物品，考生應予充分配合，否則依其情節輕重提報議處。
  - II. All proctors and exam affairs staff shall take an immediate action to maintain order as well as ensure impartiality at exam venues, and inspect any suspicious items in accordance with these regulations. Examinees shall fully cooperate, or disciplinary actions shall be taken depending on the severity of circumstances.
- 三、 考生於預備鈴響時即可入場，考試開始鈴響前，不得翻閱試題，並不得書寫、畫記、作答。違者扣減該科成績五分；經制止仍再犯者，扣減該科成績二十分，並得視其情節加重扣分或扣減該科全部成績。
  - III. Examinees may enter the venue when the preparation bell rings but shall not browse question sheets, write, take notes and answer exam questions before the starting bell rings. Any violation shall result in a penalty of deducting five (5) points from the subject, and twenty (20) points shall be further deducted if the violation reoccurs after warning. Depending on circumstances, the deducted points may increase or the subject may be given zero point.

每節考試開始二十分鐘後，遲到考生不得入場；已入場應試者，於

每節考試開始四十分鐘後，始得繳卷(卡)出場。違者該科成績以零分計算。

Late examinees shall not enter the venue twenty (20) minutes after the exam starts. Examinees shall be allowed to submit the exam papers and leave the venue forty (40) minutes after the exam begins. The penalty of zero point shall be given to the subject for any violation of such.

考生應遵循監試人員指示，於每節考試時在考生名冊上以中文正楷親自簽名，考生不得拒絕，否則該科不予計分。

Examinees shall follow the proctor's instructions to sign on an examinee list. Zero point shall be given for the subject if they refuse to sign.

四、 考生須攜帶應考證及身分證（或有效期限內之護照、附加照片之健保卡或駕照正本）入場應試，並將應考證置於考桌左上角，以便查驗；未帶應考證及身分證入場，如經監試人員核對證明文件確係考生本人無誤者，先准予應試。

IV. Examinees shall take the exam with their examinee ID and national ID (or their valid passport, national insurance card with a photo or, original driver's license) placed on the upper right corner of their desk for inspection. Those failing to provide the said documentation shall still take the exam after the proctor validates their identity.

未帶應考證應試者，至當節考試結束鈴(鐘)響畢前，應考證仍未送達試場補驗（或向各考區試務辦公室辦理補發）者，扣減該節各考科成績二分。

Examinees without their examinee ID shall have it delivered to the venue for inspection before the end of exam, or shall apply for an interim ID at the local exam affairs office. Two (2) points shall be deducted from the subject when they fail to do so.

未帶身分證件應試者，至當節考試結束鈴(鐘)響畢前，身分證件仍未送達試場補驗者扣減該節各考科成績三分，另於該節考畢由監試人員陪同至試務辦公室簽立切結書及拍照存證以備查驗。

Three(3) points shall be deducted for the examinees without their national ID and failing to deliver it to the venue for inspection before the end of exam. The proctor shall accompany the said examinees to the exam affairs office to sign a declaration and to have their face photo taken for future inspection.

五、 考生應按編定座號入座，在開始作答前，應先檢查答案卷(卡)、應考證(甄試資格審核通知單)、座位三者之號碼是否相同，答案卷(卡)、試題之考試科目是否與應考科目相同，如有不同，應即舉手請監試人員處理，凡經作答，且於每節考試開始後二十分鐘以內，始發現在同

一試場坐錯座位或錯用答案卷(卡)者，扣減其該科成績五分，如於每節考試開始二十分鐘後始發現者，扣減其該科成績二十分，並得視其情節加重扣分或該科成績以零分計算。

- V. Examinees shall be seated according to individual serial numbers assigned. Before answering questions, they shall check whether the numbers on the following documents are consistent: the answer sheet, the examinee ID and the seating tag. They shall raise their hand to let the proctor know if the numbers are inconsistent. Five (5) points shall be deducted if they report to sit at a wrong seat or write on a wrong answer sheet within the first twenty (20) minutes of the exam, but twenty (20) points deducted if reported after twenty minutes. Depending on circumstances, deducted points may increase or the subject may be given zero point.
- 六、各科答案卷限用藍色或黑色筆（含鉛筆）書寫、繪圖或標示，違者扣減其該科成績十分，並得視其情節加重扣分或該科成績以零分計算。答案卡劃記以 2B 鉛筆為佳，不可使用修正液/帶，若因卡片污損或劃記過輕不為機器所接受，考生自行負責，不得以任何理由補救。
- VI. Ten (10) points shall be deducted for not using a blue/black pen or pencil to answer. Depending on circumstances, deducted points may increase or the subject may be given zero point. Number two (2B) pencils shall be used for filling out a bubble answer card, on which any correction fluid/tape shall not be applied. Examinees shall be fully responsible if the grading machine cannot read a stained or unclearly marked bubble answer card, and shall not ask for any remedy for the loss of points.
- 七、考生除前條規定之文具及橡皮、無色透明無文字墊板、尺規、修正液（帶）、手錶（未附計算器者）外，不得攜帶書籍、紙張、計算器（系所另有規定者，從其規定）、具有通訊、記憶或收發（如 PDA、電子翻譯機、IPAD、穿戴式裝置）等功能或其他有礙試場安寧、考試公平之各類器材、物品（如鬧鈴、行動電話、電子字典等）入場；有關個人之醫療器材如助聽器等，須事先報備並經檢查，方可使用。違者扣減其該科成績五分，並得視其使用情節加重扣分或該科成績以零分計算，違規器具並應交由監試人員代管，俟該節完畢後視情況歸還。
- VII. Examinees shall not bring the following items to the venue: books, papers, calculator (unless otherwise stipulated by individual departments/institutes) or any devices with communication, storage or reception functions (e.g. PDAs, electronic translators, iPads, or wearable devices), and those which may disturb and affect the exam impartiality (e.g. alarm clocks, mobile phones, or electronic dictionaries), except for the stipulated stationary in the preceding Article as well as erasers, transparent desk mats, rulers, correction fluid/tapes, and watches without calculating function. Examinees with medical devices such as hearing aids shall report for

inspection before the exam. Five (5) points deduction shall apply to any violation of the above and deducted points may increase or the subject may be given zero point depending on circumstances. Confiscated items shall be kept by the proctors and returned after the end of exam pending on circumstances.

- 八、 考生在考試進行中，發現試題印刷不清時，得舉手請監試人員處理，但不得要求解釋題意。
- VIII. Examinees shall raise their hand to request the proctor for a new question sheet if its printing is illegible, but shall not ask for the meanings of questions.
- 九、 考生應在答案卷(卡)上規定作答之範圍內書寫答案，並保持答案卷(卡)之清潔與完整，不得篡改答案卷(卡)上之座位號碼或條碼，亦不得將答案卷(卡)污損、破壞，或在答案卷(卡)內外書寫顯示自己身分或與試題解答無關之任何文字或符號。違者扣減其該科成績十分，並得視其情節加重扣分或該科成績以零分計算。
- IX. Examinees shall answer exam questions as instructed and keep the answer sheet/card tidy and complete, and the seat number and barcode therein shall not be altered. Examinees shall not leave any personal identity or exam irrelevant information on the answer sheet/card. Ten (10) points deduction shall apply to any violation of such and the deducted points may increase or the subject may be given zero point depending on circumstances.
- 十、 考生在考試進行中，不得交談、偷看、抄襲、傳遞、夾帶、交換答案卷(卡)；亦不得以暗號示人答案、便利他人窺視答案。違者該科成績以零分計算。
- X. Examinees shall not talk, peek or copy others' answers, nor pass/sneak a note or exchange an answer sheet/card. Neither shall they cue others nor make exam answers visible to others. Any violation of such shall be imposed a penalty of zero point on the subject.
- 十一、 考生在試場內不得飲食、抽菸，或擾亂試場秩序影響他人作答，違者扣減其該科成績二分；經制止後仍再犯者，即請其出場，該科成績以零分計算；情節重大者，取消其考試資格。
- XI. Examinees shall not eat, drink, smoke, or disturb others in the venue. Two (2) points shall be deducted from the subject for such violation; any reoccurring violation after warning shall result in immediate expulsion from the venue and a penalty of zero (0) point given to the subject. Disqualification for taking exams is enforced for severe circumstances.
- 考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同意，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。

Examinees shall present to the proctors before the exam relevant documentation supporting the need for drinking water or taking medicine during the exam, and may do so under the proctor's watch. Any violation of such shall be handled in accordance with the provision stipulated in the preceding Paragraph.

- 十二、 考生於每節考試時間終了鈴(鐘)聲響畢後，應即停止作答，靜候監試人員收取答案卷(卡)；如仍繼續作答，扣減其該科成績十分，經警告後仍繼續作答者，再加扣其該科成績十分；情節重大者，扣減其該科全部成績。
- XII. Examinees shall stop writing immediately after bell sound ceases at the end of exam period, and shall remain seated for the proctor to collect exam papers. Ten (10) points shall be deducted from the subject for violation, and another ten (10) points deducted for further violation after warning. Zero point shall be given to the subject for severe circumstances.
- 十三、 考生不得將試題、答案卷(卡)攜出場外，違者該科成績以零分計算。
- XIII. Examinees shall not take exam papers, answer sheets/cards out of the venue, and any violation of such shall result in zero point given to the subject.
- 十四、 考生交卷(卡)出場後，不得在試場附近逗留、喧譁、宣讀答案或以其他方法指示場內考生作答，經勸止不聽者，該科成績以零分計算。
- XIV. After submitting exam papers and leaving the venue, examinees shall not linger around, make noises, read out answers, or conduct any means to assist examinees in the venue. Any violation of such shall result in a penalty of zero point for the subject after ignoring a warning.
- 十五、 考生不得請人頂替或偽造、變造證件應試，違者取消其考試資格；其有關人員送請有關機關處理。
- XV. Examinees shall not have others to sit in for them, nor forge/alter their identity documentation to take exams. Violation of such shall result in disqualification for taking exams, and the said case shall be further reported to a competent authority for legal sanction.
- 十六、 考生不得有威脅其他考生幫助其舞弊，或威脅監試人員之言行，違者取消其考試資格。
- XVI. Examinees shall not threaten others to assist cheating, or verbally or physically threaten the proctor. Violation of such shall disqualify them from taking exams.
- 十七、 本辦法所列扣減違規考生成績之規定，均以扣減各該科之成績分別至零分為限。
- XVII. The deduction of points for violation of provisions stipulated herein shall be

imposed until zero point for each subject.

十八、 參加本校入學考試之考生，考試時若有舞弊情事，經檢舉並查證屬實者，將送原就讀學校為必要之議處。

XVIII. The examinee's affiliated university shall be notified for necessary disciplinary actions if the examinee is reported to cheat in the entrance exams and the case is validated.

十九、 考生如有本辦法未列之其他舞弊或不當意圖之行為者，得由監試或試務人員予以登記提送招生委員會，依其情節輕重予以適當處理。

XIX. Matters regarding other fraudulence or improper behavior not covered herein shall be recorded and submitted by the proctors or exam affairs staff to the Admission Committee to handle, depending on the severity of circumstances.