

國立中山大學招生考試辦理命題、閱卷作業原則

Principles for Composing and Grading Entrance Exam Papers

中華民國99年4月13日本校99學年度碩博士班招生委員會第4次會議通過
Approved at the 4th Admission Committee meeting for graduate programs on April 13th, 2010

中華民國105年8月15日本校106學年度碩博士班暨學士班招生委員會第1次聯席會議通過
Approved at the 1st joint Admission Committee meeting for undergraduate and graduate programs on August 15th, 2016

- 一、 為妥慎辦理本校各項招生入學考試命題及閱卷相關事宜，特訂定「國立中山大學招生考試命題、閱卷作業原則」（以下簡稱本原則）。
 - I. These principles are formulated to handle the tasks of composing and grading entrance exam papers.
- 二、 命題及閱卷委員由參加招生單位之招生委員會主任委員推薦之。碩、博士班考試應為本校現任專任助理教授以上教師，學士班考試應為本校現任專任講師以上教師，遇特殊情形需專案簽准後方得推薦。
 - II. The faculty for composing and grading papers shall be nominated by the chairperson of the Admission Committee of the recruiting unit. Nominees shall be full-time assistant professors or above for graduate programs and lecturers or above for undergraduate programs, respectively. Prior approval from the President for the nomination is required when certain situations dictate.
- 三、 同1科命題或閱卷委員2人(含)以上者，應推薦其中1人為主持人；該科命題主持人負責該科試題之彙總及檢查。評閱時，閱卷委員應將每大題之評閱分數，分別用阿拉伯數字書寫於卷首「記分欄」各題分數欄內；最後評閱之委員或該科主閱人應負責核計總分。
- III. For an exam subject with more than two faculty members responsible for composing or grading, one shall be recommended as the moderator in charge of final compilation and review of exam papers. Numerical scores of questions shall be given in the score column in the first page of answer sheets. Either the faculty grading last or the moderator shall sum up the total score.
- 四、 若有下列情形之一者，應自行迴避參與試務相關工作：
 - IV. Faculty meeting one of the following conditions shall recuse themselves from exam related tasks:
 - (一) 本人或配偶、三親等內之血親或姻親或曾有此關係者報名應試。
 - (1) the exam taker is their spouse, a relative by blood within the third degree, or a current or once relative by marriage within the third degree;

- (二) 與特定考生有金錢或其他利害關係，可能影響評分公正。
- (2) they are involved with the exam taker in financial or other matters which may affect the fair grading;
- (三) 在相關補習班任教。
- (3) they teach concurrently in cram schools.
- 五、 命題委員於各項招生考試以命題一科為原則，以避免弊端，但跨系所者不在此限；凡受聘命題之委員，即視為同意授權圖資處、各系所等於年度招生結束後，上網公告試題。
- V. To avoid malpractice, individual faculty member shall compose exam papers for only one subject unless they are also adjunct faculty of other unit. The exam papers once composed and taken shall also be deemed authorized by the faculty to be posted on the university's website by the Office of Library and Information or affiliated unit.
- 六、 為使各科試題具有較佳之鑑別能力，命題委員應適當分配試題難易之比例；命題難易參考標準為：較難題目佔20%、一般性題目佔60%、較易題目佔20%。
- VI. To compose the exam questions of each subject with the nature of differentiating capabilities, faculty may follow the percentage suggested below: difficult questions-20%, average-60%, and easy-20%.
- 七、 命題委員所擬試題，於開始印題後經確認該科試題瑕疵達二處（含）以上者，命題費減半發放。
- VII. If two or more mistakes are found after the exam papers are printed, only half of the fee for composing shall be paid.
- 八、 評閱試卷份數在500份以上者，為如期完成閱卷起見，得由該科目推薦主管簽請招生委員會主任委員（或主任委員授權總幹事）同意，加聘無應迴避事由之講師、助教或資深助理（在本校任職三年以上）協助閱卷試務，惟助教或資深助理以協助核計總分為限；但「主閱人簽章」一欄仍需由閱卷委員本人親自簽名或蓋章。
- VIII. If the number of exam papers exceeds five hundreds, in order to complete the grading as scheduled, the supervisor of the unit responsible for the subject may request the approval from the chairperson (or authorized executive officer) of the Admission Committee to hire additional lecturers, teaching assistants or senior assistants (at least three years of work seniority) who do not need to recuse to assist in the grading. The teaching assistants and senior assistants shall only be allowed to sum up the total score, whereas the signature or stamp of the faculty is still needed.
- 九、 其他未盡事宜，悉依相關規定辦理。

- IX. Matters not covered herein shall be handled in accordance with relevant regulations.
- 十、本原則經校招生委員會議通過，陳請校長核定後實施，修正時亦同。
- X. These principles are approved by the Admission Committee and the President before implementation. Amendments to these principles shall follow the same procedure.