

國立中山大學擬聘主監試人員作業原則

Principles for Appointment of Proctors

89年11月17日本校89學年度第2次行政會議通過
Approved at the 2nd Executive Meeting on November 17th, 2000

102年4月24日本校101學年度第2學期第5次行政會議通過
Approved at the 5th Executive Meeting on April 24th, 2013

109年6月3日本校108學年度第2學期第4次協調會報通過
Approved at the 4th Coordination Meeting on June 3rd, 2020

109年6月24日本校108學年度第2學期第10次行政會議通過
Approved at the 10th Executive Meeting on June 24th 2020

111年10月5日本校111學年度第1學期第3次行政會議通過
Approved at the 3rd Executive Meeting on October 5th, 2022

- 一、 國立中山大學(以下簡稱本校)各類招生考試有關主監試人員之擬聘，悉依本原則辦理。
 - I. The appointment of proctors for University's various admission exams shall be handled in accordance with these principles.
- 二、 凡本校編制內之專任教職員及約用人員，除因身體狀況不適或其他特殊原因，經簽請核准外，均有擔任主監試之義務。各招生單位每年相關考試支援人次至少應有 1 人。行政學術主管應有擔任巡視工作之義務。
 - II. All full-time faculty within the manning quota and contract employees have the obligation to serve as proctors, unless exempted under specific circumstances such as physical illness with prior approval. Individual admission units shall assign at least one faculty or staff member to support exam affairs annually. Supervisors of administrative and academic units have the obligation to undertake inspection work of the said admission exams.
- 三、 擔任主監試人員應參加監試座談會。
 - III. All proctors shall attend the exam affairs orientation.
- 四、 校外委辦大學入學各項考試、本校自辦招生考試及其他如企業委辦招募考試，為本校辦理之重要大型考試，各單位應依單位員額比例確實指派推薦。
 - IV. Various exams related to joint university entrance, exams for admission into the University's programs, and recruitment exams entrusted by enterprises are regarded as major events for which all units shall designate a certain number of proctors based on their respective manning quota.
- 五、 台北考區主監試人員，得商請台北考區所在地學校專任教職員支援；高雄地區因分區增加，本校人員不足支應時，得商請高雄地區其他學校專任教職員支援。

- V. Proctors for exams held in Taipei shall be appointed from full-time faculty or staff of the local university. Proctors for exams held in Kaohsiung may be appointed from other universities when the University's existing manpower fail to cover the proctoring duties due to additional venues.
- 六、 推薦擔任主監試人員名單，需經單位主管確實審核後，並在推薦表上由單位主管簽名或蓋章，再送本校教務處辦理。
- VI. A list of recommended proctors shall be submitted to the head of each unit for review and approval with signature or stamp before delivered to the Office of Academic Affaire (OAA) for further process.
- 七、 經推薦後，因故不克擔任主監試工作，不得私自覓人代理，需先行電話告知教務處，再補送書面理由，並經單位主管核可後，連同原發聘函及佩條送還教務處，教務處再依原擬擔任主監試人員加以調配，如仍不足，請原單位主管再行推薦適當人員。
- VII. Appointed proctors unable to serve the duty shall not find a proxy. They shall notify the OAA first, obtain the unit supervisor's approval and return the appointment letter and ID badge. The OAA shall then appoint a replacement or ask the original unit to assign a substitute proctor.
- 八、 擔任主監試之人員包含專任教職員、博士生及人事室管控之各類專職之約用人員。
- VIII. Proctors shall be appointed from among the full-time faculty and staff, doctoral students, and full-time contract employees.
- 九、 凡有直系親屬、配偶或三等親以內姻親報考參加該年度招生考試者，不得擔任主監試。
- IX. Those whose immediate family members or relatives by marriage/blood within the third degree are the examinees shall not serve as the proctors.
- 十、 未依各類招生考試規定執行主監試工作，本校將依相關辦法予以懲處。
- X. Those who fail to carry out proctoring responsibilities faithfully shall be subject to a disciplinary action in accordance with relevant regulations.
- 十一、 本原則經行政會議通過後實施，修正時亦同。
- XI. These principles are approved by the Executive Meeting before implementation. Amendments to these principles shall follow the same procedure.