

# Examination Regulations of Soochow University

Revised by the Academic Affairs Council, 03 Dec. 1988

Revised by the Academic Affairs Council, 17 May 2000

Revised by the Academic Affairs Council, 14 May 2003

Revised by the Academic Affairs Temporary Council, 23 Feb. 2005

Revised by the Academic Affairs Council, 13 May 2009

Revised by the Academic Affairs Council, 16 May 2012

1. Examinations mentioned in Article 17 of Soochow University School Rules and Article 16 of Evening Program Regulations shall follow these regulations.
2. Make-up examinations for student unable to take examinations on time shall follow Soochow University School Rules and Evening Program Regulations.
3. Student who is late over 15 minutes cannot attend the examination; late over 5 minutes at examination of oral and aural training cannot attend the examination.
4. Student must bring his/her student ID card for reference during the examination. Student who does not bring the ID card must provide a identify proof with photos and confirmed by invigilators.
5. Student must not ask explanation of exam questions except ambiguity or mistakes of the question.
6. Student shall has his/her specific seat during the examination and changing seat is not allowed without permission from invigilators.
7. Student cannot bring any book, teaching material or notes without special permissions. Communication equipments such as mobile phone must be turned off and cannot be carried with.
8. Words, numbers or symbols related to the examination on desks, chairs, stationeries, paper chips or anything else are prohibited. Student who violates above provision will be punished by Student Affairs Division in accordance with Student Incentive and Punishment Rules and the subject will be counted as zero.
9. Behaviors violate fairness of the examination such as whispering, looking around, peeping other's exam paper or disorder behaviors. Student who warnings will be taken zero score on the subject.
10. Student have to submit examination paper within limited time, leave immediately and keep distance to the examination place.
11. Bring the examination paper out is prohibited.
12. Student who has below behaviors will be punished in accordance with "Soochow University Student Incentive and Punishment Regulations":
  - A. Asked in advance but still not bringing the student ID card
  - B. Cheating or disorder behaviors taking intramural or extramural examinations.
  - C. Bring the examination paper out or answering the paper outside the examination place.
  - D. Delegating or being delegated to the examination.
  - E. Stealing the examination paper before the examination.
  - F. Disorder behaviors on purpose interrupting the examination.
  - G. Serious fraud in group.
  - H. Other behaviors similar to above.Student who disagrees on the punishment shall claim it in accordance with regulations of Soochow University Student Claim Measures.
13. Student who violates these regulations or has other improper behaviors will be punished as below according to the severity:

- A. Stopped by invigilators immediately and be warned.
- B. Deduct scores of the subject accordingly.
- C. Abort his/her examination or count zero score of the subject.  
Extra punishment may be taken according to “Soochow University Student Incentive and Punishment Regulations”.

Student who disagrees on the punishment shall claim his/her disagreement in accordance with regulations of Soochow University Student Claim Measures.

14. Student shall be told and have chance to explain after discovery of violations or improper behaviors by Invigilators. Invigilators shall immediately report the student name and event details to Academic Affairs Division and Student Affairs Division for further action.

Student who disagrees on the punishment shall claim it in accordance with regulations of Soochow University Student Claim Measures.

15. Student shall fill in class, student ID, name and subject name precisely on the examination paper.
16. The Regulations are approved and revised by Academic Affairs Council and put into effect after approval by the President.