

## **Dharma Drum Institute of Liberal Arts**

### **Exam Venue Rules**

Adopted at the 1<sup>st</sup> Admissions Committee meeting on March 7, 2007

Amendment adopted at the 1<sup>st</sup> Admissions Committee meeting on October 8, 2008

Amendment adopted at the 4<sup>th</sup> Admissions Committee meeting on March 25, 2004

1. Examinees shall enter the venue at the specified start time. Those who are more than 20 minutes late will not be allowed entry, and no points will be awarded for the subject; those who have already entered the test will not be allowed to appear within 30 minutes, and the violators will be disqualified from the test. Examinees shall ask any questions about the examination venue within 30 minutes, and no objections can be raised after the deadline.
2. During the examination, examinees shall place the admission slip on the table for inspection. If an examinee does not bring the admission slip, the examinee verified by the invigilator will be allowed to take the examination; however, if the admission slip has not been delivered before the bell rings the bell of the current exam, or those who have not applied for slip reissuance to the Admissions Committee of the Institute in accordance with the regulations, five points will be deducted from the score of the subject, and the score of the subject will be limited to zero points.
3. Examinees shall keep their admission slips properly and apply to the Admissions Committee of the Institute for a replacement with a two-inch photo and an ID if they are damaged or lost during the examination. The reissued admission slip will be affixed with seal bearing "reissued" for identification. Re-issuance of the admission slip is limited to one time.
4. Examinees shall take their seats according to the assigned seat number, and shall check whether the examinee number on the test sheets, admission slip and seat match before answering.
5. The test sheets of each subject shall be answered using black or blue pen, and answering with pencil is not allowed. Violators will be awarded no points for the subject.
6. Examinees are not allowed to put books, papers or items with functions such as calculation, communication, and memory in drawers, under tables and chairs, next to seats, or carry them with them, except for the necessary writing, erasing, and drawing stationery.

The mobile phone and all items placed in the temporary storage shall not emit any sound or disturb the order of the examination venue. Personal medical devices such as hearing aids must be reported and inspected before they can be used;

violators are subject to punishment in accordance with the provisions of the preceding paragraph.

7. Examinees shall write the answers within the specified range on the test sheet, and violators will be awarded no points for the subject.

8. During the examination, when an examinee finds that the printing of the test question is not clear, the examinee may raise his/her hand to ask the invigilator to further handle such unclear printing, but shall not ask for an explanation of the question; if the test sheets, answer sheets or stationery are accidentally dropped, the examinee shall raise hand to inform the invigilator before picking them up, otherwise it will be reported to the Admissions Committee of the Institute according to the severity of the circumstances.

9. Examinees are not allowed to look around, talk to each other, intend to peep, copy others' answers or facilitate others to peep into the answers.

10. Examinees are not allowed to pass, entrain, exchange test sheets, self-recite or tell others the answers with secret words, or use test sheets and test sheets for others to peep at, or conduct other cheating behaviors. Violators will be awarded no points for the subject.

11. Examinees are not allowed to tear off the seat number on the test sheet, open the seal of the test sheet, read the barcode of the answer sheet, deface, fold, corner, tear, write their name or make any words or symbols unrelated to the test sheet.

12. Examinees are not allowed to smoke in the examination venue, or disturb the order of the examination venue and affect the answering of others. Violators will be admonished for the first time, and those who do not listen to the advice will be invited to appear, and the subject will be awarded zero; those who refuse to exit the venue will be disqualified from the examination.

13. After the start of the examination and before the submission of the sheets, examinees are not allowed to leave the venue without any excuse; if they are allowed to leave the venue temporarily due to illness, they must be accompanied by the invigilator to contact the examination staff to go to the examination affairs office or designated place for treatment, after treatment, if the examination has not ended, they can be allowed to enter the examination to continue the examination but may not to request an extension of time or make-up examination.

14. Examinees are not allowed to ask others to substitute or forge their certificates into the venue, and the violators will be disqualified from the test. The relevant personnel shall be subject to further discipline by the authority.

15. An examinee shall not threaten other examinees to help them cheat, or threaten the invigilators, and the violators will be disqualified from the examination. The relevant personnel shall be subject to further discipline by the authority.

16. Examinees are not allowed to take the questions or test sheets out of the venue, and violators will be awarded no points for the subject.
17. After the examinees have submitted their sheets and left the venue, they are not allowed to stay near the examination venue or make noises, read out the answers or instruct the examinees in the examination venue to answer in other ways. Violators who fail to comply after dissuasion will be awarded zero points for the subject.
18. Examinees shall stop answering at the end of each examination after the bell rings and wait for the invigilator to recover the sheets. If an examinee continues to answer, 2 points will be deducted from such subject. Those who continue to answer the questions after being dissuasion will be deducted 3 points from their scores in addition to the immediate sheet recovery, with the deduction up to the score of 0 points.
19. If the examinee's answer sheet is lost after the examination due to force majeure, the examinee shall attend the make-up examination at the time specified in the notice after receiving the notice of make-up examination. Examinees who refuse to take make-up examination will be awarded zero points for the subject.
20. If the examinee has any other violations not listed in these Rules, he/she may be registered by the invigilator or the examination staff and submitted to the Admissions Committee of the Institute for appropriate handling according to the severity of the circumstances.
21. If a examinee commits fraud, and it is reported and verified, the examinee will be subject to handling in accordance with the above paragraphs.
22. Anyone who holds an identification of visual impairment or a certificate issued by a public hospital based on the level of impairment determined by the Ministry of the Interior may take the examination with a magnifying glass without any marking.
23. In the event of force majeure such as typhoon or earthquake during the examination, and a postponement is necessary, the Examinees will be notified individually such postponement by letter or telephone in addition to the announcement on the bulletin board and website of the Institute.