

Appendix 2

National Taiwan Normal University Regulations Governing the Rules of Admission Examination Rooms and the Guidelines on Handling the Violations of the Rules

Articles 2 and 6 amended at the NTNU Admissions Committee for the 101st academic year on Nov. 16, 2011

Article 3 amended at the NTNU Admissions Committee for the 101st academic year in Mar. 27, 2012

Article 6 amended at the NTNU Admissions Committee for the 104th academic year on Sep. 10, 2014

Articles 2, 3, 5, 6, 9, and 11 amended at the NTNU Admissions Committee for the 107th academic year in Jun. 27, 2018

Article 2 amended at the NTNU Admissions Committee for the 109th academic year on Feb. 26, 2020

- Article 1 On the principles of fairness and impartiality, the National Taiwan Normal University (NTNU) Regulations Governing the Rules of Admission Examination Rooms and the Guidelines on Handling the Violations of the Rules (hereinafter referred to as the Regulations) are stipulated for maintaining the order in examination rooms of various kinds of admission examinations.
- Article 2 Examinees may enter an examination room by presenting their admission ticket and identity documentation (an identity card, a passport, a residence permit, a National Health Insurance card along with a headshot, or a driver's/rider's license) as the preparation bell rings. Entering an examination room is not allowed 20 minutes after an exam begins. Examinees who have entered an examination room to take an exam cannot leave the room within 40 minutes after entering the room. Those who force their way into or out of the examination room regardless of the rules will be disqualified from taking the exam.
The examinees who fail to take the above-mentioned identity documentation along with them may be allowed to take an exam upon approval after their headshots are taken as proof. However, if their identity documentation has not arrived at their examination room before the ringing of the ongoing exam's closing bell ends, five points will be deducted from each of their scores for the exam. The examinees in question should also complete the verification procedures at the unit in charge of admission affairs at NTNU in seven days. If they fail to complete the verification procedures, their score for the exam in question will be marked zero.
- Article 3 Examinees should take the exams according to the examination room and seat designated to them and check whether the numbers on their answer sheet/card, admission ticket, and seat are identical. If there is any mistake, examinees should raise a hand asking a proctor to handle the situation. Before the starting bell rings, examinees cannot start to turn the pages of the exam book, read the content of the book, or answer questions in the book. Those who violate these rules will have five points deducted from each of their scores for the exam.
Examinees who discover that they are sitting in the wrong seats after the starting bell rings will be coped with per the following rules:
1.Examinees who discover the situation by themselves or by any other examinee within 20 minutes after the exam begins and before they begin to answer questions in the exam book will be moved to the seats designated for them to begin their exam. No points will be deducted from their scores for the exam.
2.Examinees who discover the situation by themselves or by any other examinee after 20 minutes after the exam begins or after they begin to answer questions in the exam book, five points will be deducted from their scores for the exam.
3.If the situation is discovered by a proctor, examinees sitting in the wrong seats will have 10 points deducted from their scores for the exam regardless of whether they begin to answer questions in the exam book or not. More points can be deducted from their scores for the exam or their scores for the exam can be marked zero according to the seriousness of the situation.
- Article 4 Examinees should place their admission ticket and identity documentation in the upper left corner of their desk for a proctor to check. Those who sit by windows on the left side of the examination room should place their identity documents in the upper right corner of their desk.

Article 5	Except the stationary necessary for examinees to write, erase, and draw, books, paper, and all kinds of tools and objects that have functions of calculation, communication, and memory storage or that can disturb the peace in examination rooms and affect the fairness of the examination are not allowed to be brought into examination rooms. Also, examinees are not allowed to bring a calculating device into an examination room unless the department/institute they applied to has specified that they should use one when taking an exam. Those who violate these rules will have five points deducted from each of their scores for the exam. Prohibited items will be kept by proctors and will be returned to their owners after the exam ends.
Article 6	Examinees can only use pens with blue ink or black ink (pencils are included) to answer exam questions. Those who violate this rule will have five points deducted from each of their scores for the exam. Examinees must use 2B black pencils to mark the answers on a computer-read answer sheet/card. Those who violate this rule and thus cause any marking on the sheet to be unidentifiable should take the responsibility for the result.
Article 7	Examinees may raise a hand to ask a proctor for help if the print of any questions in the exam book is unclear, but they should not ask a proctor questions about anything else, nor should they ask a proctor to explain the meaning of any questions.
Article 8	Examinees should not talk to each other, peep at any other examinee's answer sheet, copy from any other examinee, pass anything to any other examinee, secretly take along something prohibited, take another person's place, or cheat in any other way in exams. Those who violate this rule will have their scores for the exam marked zero.
Article 9	Examinees should answer exam questions within the answer zone on the answer sheet/card. Those who fail to answer exam questions within the designated answer zone will have five points deducted from each of their scores for the exam. Those who write down on the answer sheet/card any words, symbols, or notes unrelated to the answer to a question will have five points deducted from each of their scores for the exam. Those who write down their names on the answer sheet/card will have ten points deducted from each of their scores for the exam. More points can be deducted from their scores for the exam or their scores for the exam can be marked zero according to the seriousness of the situation.
Article 10	Examinees should not damage the answer sheet/card or tear apart the sticker sealed on the answer sheet/card. Those who violate this rule will have their scores for the exam marked zero.
Article 11	An exam ends as the ringing of the exam's closing bell ends, and examinees should stop answering exam questions after the ringing ends. Those who keep answering exam questions after being given a warning will have ten points deducted from each of their scores for the exam. The examinees whose behavior of this sort is deemed to be a grave violation of this rule will have their scores for the exam marked zero.
Article 12	The answer sheet/card and the exam book should be handed in to a proctor as an exam ends. Examinees are not allowed to take the answer sheet/card and the exam book out of an examination room. Those who violate this rule will have their scores for the exam marked zero.
Article 13	After an examinee hands in his or her answer sheet/card and exam book, he or she should leave the examination room per proctors' instructions and should not linger beside any examination room, talk loudly, read answers out loud, or instruct the examinees in any examination room in any way on how to answer exam questions. Those who do not stop their behaviors of the sorts after an admonition is given to them will have their scores for the exam marked zero.
Article 14	Examinees are not allowed to tear up or smear the labels of seats in examination rooms. Those who violate this rule will be reported to the NTNU Admissions Committee, which will resolve a disciplinary action against the violation.
Article 15	Deducted points from the exam score of an examinee who violates the rules in the Regulations will no longer be cumulated if his or her score of an exam has already been reduced to zero.
Article 16	Other matters that are not listed in the Regulations but may affect the fairness of the examination and examinees' rights should be recorded in detail by proctors or personnel of examination affairs and then reported to the NTNU Admissions Committee for which to reach resolutions.
Article 17	Examinees who violate the rules in the Regulations and engage in grave malpractice will be reported to their affiliated schools or institutes for which to resolve punitive measures per relevant regulations.
Article 18	The Regulations are implemented upon approval by the NTNU Admissions Committee. The same procedure applies to any amendment to the Regulations.