

School of Architectural Engineering, Kunming University

Detailed Implementation Rules for Examination Discipline and Violation Determination

Chapter 1: General Provisions

Article 1

In order to further strengthen examination management, establish a fine examination atmosphere, maintain normal examination order, and cultivate students' correct moral and discipline concepts, these rules are formulated.

Article 2

The term "examination" as used in these rules includes both "examination" and "assessment" methods.

Article 3

Students shall take examinations in accordance with the unified regulations and arrangements of the university. If a student is unable to take a course examination due to scheduling conflicts, illness, or accident, they shall apply for deferred examination before the examination in accordance with the relevant university regulations. Absence from an examination without justifiable reason (i.e., missing the examination without permission) shall result in an invalid grade.

Article 4

Students who are absent from an examination without justification or who commit disciplinary violations are not eligible to take a make-up examination.

Chapter 2: Examination Discipline

Article 5

Examinees shall consciously abide by examination discipline, maintain silence in the examination room, complete the test independently in the

prescribed manner, refrain from affecting the normal examination of others, and shall not violate discipline or facilitate disciplinary violations by others.

Invigilators shall strictly perform their duties and maintain order in the examination room. If any examinee violates discipline or cheats, the invigilator shall disqualify them, immediately remove them from the examination room, report to the patrol invigilator, and handle the matter in accordance with relevant regulations.

Article 6

To take an examination, students must bring their examination identification (student ID card or identity card). When taking national or provincial examinations, they must bring their admission ticket and identity card. Students' identification documents shall be placed in a designated location for inspection. Invigilators and patrol invigilators have the right to ask those who do not bring the required documents to leave the examination room and shall treat such students as absent without justification.

Article 7

Students must enter the examination room at the specified time, take their assigned seats, and truthfully fill in the student signature form. If a student does not sit in the assigned seat, the invigilator shall require them to move to the correct seat immediately; if they refuse, the invigilator shall order them to leave the examination room immediately and treat them as absent without justification.

Article 8

For all internal university course examinations, those who arrive more than 30 minutes late shall not be allowed to enter the examination room; those who leave within the first 30 minutes of the examination shall not be permitted to leave.

Article 9

After receiving the examination paper, students shall first clearly fill in their name, student number, major and year within the sealing line of the answer sheet or answer booklet, but shall not make any identifying marks on the answer sheet. The name on the student's examination paper (including answer sheets/cards) must be consistent with that on their valid ID, and there shall be no erasures or alterations to the name, student number, major, year, etc., on the examination paper (including answer sheets/cards).

If a student fails to fill in their name, student number, major, year, etc., as required, or makes identifying marks on the answer sheet, the examination paper shall be deemed invalid.

Article 10

If a student leaves the examination room midway, they shall be regarded as having finished the examination and submitted their paper; if they need to leave temporarily for a special reason, they must obtain permission from the invigilator and be accompanied by the invigilator.

The time a student leaves the examination room midway shall not exceed 10 minutes, and such leave is limited to once. Students may not carry communication devices or examination-related materials during this time.

Article 11

When the invigilator announces the end of the examination, students must immediately stop writing, place their papers as required, and leave the examination room only after receiving permission from the invigilator.

Article 12

Students who have already submitted their papers shall leave the examination room immediately and shall not linger or make noise around the examination room.

Article 13

No persons other than the examinees of the current session, and no unrelated personnel, shall be allowed to enter the examination room, nor shall they linger or make noise near the examination room.

Article 14

During closed-book examinations, only specified examination utensils are permitted to be brought into the examination room. If examination-related materials or items are brought, they must be placed together at a location designated by the invigilator.

Article 15

During open-book examinations, students shall not use electronic devices (including mobile phones) to consult, transmit, or search for examination-related information via the internet; students may bring prescribed paper-based materials into the examination room, but must complete the examination independently, and shall not discuss, exchange information, or swap materials with each other.

Article 16

If unclear printing of the examination paper, incorrect distribution of papers, or other problems prevent normal answering, students may raise their hands to ask questions, but they shall not request the invigilator to explain the test questions. Students shall not ask the invigilator questions on other matters.

Article 17

For examinations organized by government authorities, such as the College English Test (CET) and Computer Rank Examination, if there are special provisions regarding examination discipline, those provisions shall prevail.

Chapter 3: Determination of Examination Violations

Article 18

Examination violations as referred to in these rules include:

1. Violation of examination discipline;
2. Cheating;
3. Serious cheating.

Article 19

The following circumstances constitute violation of examination discipline:

1. Not sitting in the assigned seat and refusing to comply with the invigilator's adjustment;
2. Failing to place materials and items other than the specified examination utensils in the designated location as required, and refusing to heed the invigilator's advice;
3. Failing to turn off and place mobile phones, walkie-talkies, and other communication devices as well as various electronic dictionaries in the designated location as required;
4. Refusing to show the required examination identification (student ID card or identity card) when requested by the invigilator;
5. Entering or leaving the examination room without the invigilator's permission during the examination;
6. Talking during the examination, thereby disrupting the normal order of the examination;
7. Unauthorised disassembly of bound examination papers;
8. Failing to submit the paper immediately at the end of the examination and refusing to follow the invigilator's instructions;
9. Lingering or making noise around the examination room, refusing to comply with the invigilator's 劝阻, and causing adverse effects;
10. Other circumstances that violate examination discipline.

Article 20

The following circumstances constitute cheating:

1. Writing examination-related content on or around the seat, or inserting electronic storage devices (such as mobile hard disks, USB

- flash drives, various memory cards, etc.) into the examination computer without authorisation;
2. Copying or peeking at another examinee's answer sheet or draft paper, or providing facilities for another person to cheat;
 3. Passing notes or other materials related to the examination content, conveying examination information through language, gestures, or other actions, or checking answers with each other;
 4. During a closed-book examination, reading or bringing paper materials, electronic storage devices, or other items related to the course being examined;
 5. During an open-book examination, using electronic devices (including mobile phones) to consult or search for examination-related information, or transmitting or exchanging paper materials related to the course being examined;
 6. Using opportunities such as going to the toilet during the examination to review materials related to the course being examined;
 7. Where the examination answers are determined to be identical (plagiarised);
 8. Other acts of cheating.

Article 21

The following circumstances constitute serious cheating:

1. Having another person sit in one's place for an examination, or sitting in another person's place to take an examination;
2. Claiming another person's examination paper as one's own by means of alteration, etc.;
3. Passing or exchanging examination papers with each other;
4. Organising cheating;
5. Using mobile phones, walkie-talkies, or other communication devices to send or receive information related to the course being examined;
6. Other acts of serious cheating.

Article 22

The determination of examination violations shall follow these procedures:

1. The determination of a student's examination violation facts shall be primarily based on the Examination Violation Determination Form, supplemented by other relevant supporting materials when necessary.
2. Violations occurring during the examination shall be confirmed on the spot, and the violation shall be announced in a timely manner.
3. If an invigilator discovers a student's violation, the invigilator shall fill out the Examination Violation Determination Form, and it shall be signed by two invigilators; if other examination staff or patrol

invigilators discover the violation, they shall fill out and sign the Examination Violation Determination Form, and it shall also be signed by the two invigilators on duty.

4. For violations occurring before or after the examination, the determination shall be made jointly by the Academic Affairs Office, the student's home college, and the course-offering unit, with the Academic Affairs Office taking the lead. The Examination Violation Determination Form shall be filled out, and all participating personnel shall sign it.
5. The student who committed the violation shall sign the Violation Determination Form; if the student refuses to sign, the Violation Determination Form remains valid, but the participating personnel shall provide a written explanation of the circumstances.
6. The Examination Violation Determination Form and other evidentiary materials concerning examination violations shall be collected and organised by the Academic Affairs Office and then submitted to the Student Affairs Office for filing.

Article 23

For undergraduate students who commit examination violations, the college shall promptly submit the relevant evidentiary materials concerning the violation to the Academic Affairs Office.