

關於淡江期中期末考試注意須知
Tamkang University
The Undergraduate Examination Schedule and Information

Q：何時可以知道學生個人考試時間表？

A：

- 1、每學期期中考前，會在教務處網頁「課程查詢系統/選課、考試、註冊及繳費等須知」公告「大學部考試作業日程表」，公告該學期期中、期末（畢業）考試之相關日程及考試注意事項。
- 2、考試一週前之週五下午 2 時起可至校務管理資訊系統查詢考試時間。
- 3、考前一週之週一學生考試小表（紙本）送系轉發，並 E-mail 電子檔至學生個人電子信箱。

Q：學期考試衝堂，應如何參加考試？

A：

- 1、考試座號後有*者表考試時間衝堂，集中於 R 學生活動中心（期中、期末考）或 H101（畢業考）考試。
- 2、考試科目之順序，依考試小表所列先後為原則。
- 3、每科考試時間長度仍為 90 分鐘（或依各科規定），一科考完可續考下一科，亦可告知監試人員要先休息(休息時間不得超過 30 分鐘)，休息時可溫書、簡單飲食及如廁(場內有廁所供使用)。
- 4、衝堂考生不可於衝堂各科之間離開試場，須於全部衝堂科目考畢(各科原節次考試 60 分鐘後)方可離場；亦不可於休息或如廁時交談、使用行動電話或其他具有通訊、上網等功能之物品，違者依考場規則議處。
- 5、若衝堂考試科目中有口試、上機、播放圖片等需在原教室考試者，請至課務組辦理延後入場申請。

Q：學期考試（期中考、期末考、畢業考）請假應如何辦理？

A：

- 1、期中、期末(畢業)考試請假，請依學務處請假規則辦理；如需考試假學生收執聯，考試週結束 3 日後，請至 B418 學務處聯合服務中心(期中考及畢業考)或 B402 生活輔導組(期末考)領取。
- 2、期中考試請假核准後，請憑考試假學生收執聯向任課教師申請補考，補考時間由任課教師自行安排；期末(畢業)考試請假核准後，統一由教務處安排補考，補考日期依行事曆訂定。補考時間表將 E-mail 至學生校級電子信箱，不另發送紙本，請務必檢查信箱或於考前自行至[校務行政資訊查詢系統]查詢。

I. Examination Schedule: The Exam Date please see the TKU academnic calendar

◎Midterm Exam and Make-up Exam:

In order to apply for a make-up test for mid-term exam, please hand in your leave approved list to your teacher. The exam time will be arranged by the teacher.

◎Final Exam and Make-up Exam:

The final exam makeup is arranged by Office of Academic Affairs.

II. Notices:

1、[School Administration System] Website:

<http://sinfo.ais.tku.edu.tw/emis/> We will send an examination timetable to your school email:

(1)For those who entered the school from semester year of 2020, your school email address will be: **student ID number (9 digits)@gms.tku.edu.tw**

Example : 409000123@gms.tku.edu.tw

(2)Student ID number (in 9 digits)@s□□.tku.edu.tw stands for your year of entering the school (as in the 2nd and 3rd digit of your student ID number).

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- 2、 Take student ID (ID card, medicare card or driver's license)to the exam. If the student ID is lost, please apply a new one with 2 certificate photos at Office of Academic Affairs (A212).
- 3、 **Please wear a mask during your test.** If you haven't brought your student ID (or national ID card, NHI card, driver's license etc.) with you, please apply for a temporary student ID card beforehand at registration section in office of academic affairs.
- 4、 Read and follow the Examination Guidelines. No cheating. No violating the regulations. Or due punishment will be executed.
- 5、 When the preparatory bell sets off, wandering around is not allowed. Perfect quietness is demanded in and off the examination in order not to disturb the examinees.
- 6、 The asterisk means exam timetable conflicts that should be done in Student Activity Center (midterm and final exams) or H101 (Graduation exam).
 - (1) The exams are given in the order of the examination timetable.
 - (2) Ninety (or it depends on the situation) minutes are given in an exam, after which 30 minutes are given to the students for break or proceed the following exams. In the break, review, food and toilet are allowed.
 - (3) Students who have exam timetable conflicts are not allowed to leave the examination hall between exams until all the exams are done (at least 60 minutes for each). Talk, cell phone or any internet-accessible device are not allowed. Any offender will be punished in accordance to the examination regulations.
 - (4) If exam timetable conflicts engage students, involving oral exam, computer and slide show, making the exam at the original classroom inevitable, please apply for delayed entrance in Curriculum Section. Back in the original examination hall, examinees should sit in the last row of the hall and register at the name list. After the exam, examinees should go back with the escort of examiners.

III. Regulations on Examination Leave

- 1、 During mid-term or final exam, please take your absence by the rules: After your leave is permitted, you can print out the approved list by yourself or apply for hard copy at B418.
- 2、 In order to apply for a make-up test for mid-term exam, please hand in your leave approved list to your teacher. The exam time will be arranged by the teacher.
The make-up test for final exam will be arranged by office of academic affairs. The date will be set based on the school calendar. We will send the date and the timetable in soft copy to your school email, and not in hard copy. Therefore, be sure to check your email or go to the School Administration System for the timetable.

IV. According to "Study at Ease Project", teachers can arrange alternatives to exams for students affected by the epidemic.