

National Chengchi University Midterm and Final In-Class Examination Regulations

Approved on December 28, 1994, during the 1st Academic Semester of Academic Year 1994

Amended and approved on June 4, 2007, during the 2nd Academic Semester of Academic Year 2006

Amended and approved on October 20, 2008, during the 1st Academic Semester of Academic Year 2008

Amended and approved on June 1, 2015, during the 2nd Academic Semester of Academic Year 2014

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| Article 1 | Midterm and final examinations each semester shall be held during the original class hours and in the original classrooms as scheduled in the academic calendar. Should the need arise, instructors may request large examination venues from the Academic Affairs Section. |
| Article 2 | Instructors may determine the dates for the midterm and final examinations based on the progress of teaching or choose other methods to assess students' grades. If the examination period is not during the original class period, instructors should communicate thoroughly with students to avoid class or exam scheduling conflicts. |
| Article 3 | The date of the final in-class examination can be moved up one week, provided that the actual number of teaching hours for the subject is not reduced. |
| Article 4 | Instructors who need to print exam questions should submit them to the Academic Affairs Section for printing three days before the scheduled in-class examination of each subject. |
| Article 5 | Instructors should personally or assign someone to collect the exam questions and papers from the Academic Affairs Section prior to each in-class examination. |
| Article 6 | For in-class examinations of each subject, instructors shall discretionarily handle student absences and make-up exams. |
| Article 7 | After the completion of each subject's in-class examination, instructors are responsible for collecting, reviewing, and archiving the exam papers, and submitting the grades within the specified period. |
| Article 8 | Students with disabilities holding a certification issued by the Ministry of Health and Welfare or a special education student assessment certification issued by the Ministry of Education with special examination needs may apply for special examination arrangements at the Resource Room of the Student Affairs Office's Physical and Mental Health Center. Upon approval, instructors and related units shall provide the necessary assistance. |
| Article 9 | These regulations shall be implemented after approval by the Academic Affairs Meeting. The same applies to amendments. |