

臺北市私立復興實驗高級中學雙語部考試規則

113.10.15 中小學行政會議通過

一、考前布置

1. 請依座位表安排座位。講桌請移置走廊靠牆或教室靠牆壁放置，儘量拉寬座位間距。
2. 抽屜、座位下方一律淨空，所有書籍物品考前一日收入個人置物櫃內，若未淨空，則該物品之持有者，該科扣 5 分。
3. 考試前，書包請置於走廊依規定排列整齊。

二、作答注意事項

1. 測驗時請依座位表入座，不得提早離場，若強行離場，不服糾正者，該科不予計分。
2. 文具自備，不得在試場內向他人借用，必要時可用透明墊板，不得有圖形、文字印刷於其上。桌上不得放置任何紙張，計算題請利用試卷背面試算。違規者扣 5 分。
3. 不得攜帶非測驗必需之物品，包括具記憶、拍攝、錄影或計算功能之物品：如行動電話、穿戴式裝置（如：智慧型眼鏡類、智慧型手錶類、智慧型手環類、耳機類）、計算機、電子辭典、多媒體播放器材（如：MP3、MP4 等）、呼叫器、收音機等。經監考老師發現或發出聲響，該科扣 10 分，記小過乙次。物品由監考老師代為保管至該節考試結束後返還。若制止不聽或經制止後仍再犯者，該節成績以零分計算。
4. 外套一律穿著或掛椅背，不得抱在身上，若經監考老師發現外套未依規定置放，經提醒後仍未改善者，該科扣 5 分。
5. 應試時，不得飲食、飲水、嚼食口香糖，亦不得發出其他聲響，影響試場秩序，若經監考老師發現，該科扣 5 分。
6. 電腦卡需以 **2B 鉛筆(No.2 Pencil)** 畫記，違者扣該科 5 分。電腦畫卡成績一律以電腦批閱為計分標準，因畫卡失誤、畫記不明顯或污損，以致影響電腦的判讀均自行負責。
7. 各科手寫卷(含非選擇題、作文等)作答部份請用 **藍色或黑色原子筆** 書寫。違者扣該部分 5 分。
8. 電腦卡之個人基本資料，不論手寫或 2B 鉛筆畫記務必力求清晰正確，不得缺漏。任何一項資料錯誤導致電腦無法正確判讀，該科扣 5 分。非選擇題未填寫班級、座號與姓名者，扣非選擇題 5 分，扣至非選擇題零分為止。
9. 考試結束鐘聲響起應立即停筆，不得要求繼續書寫(含個人訊息)，繼續書寫者扣 5 分，經監試老師制止後仍繼續作答者該科以零分計算。
10. 測驗前應仔細聆聽監考老師說明，核對試卷科目、張數及頁數，確認考卷均正確無誤，不得於事後要求任何補救措施。測驗完畢後必須將答案卡、答案紙一併送交監考老師，經監考老師清點無誤，始得離開試場。
11. 考生違反下列情事之一者，除該試卷成績以零分計算外，並記大過乙次。
 - (1) 互換座位或試題試卷、答案卡者。
 - (2) 傳遞文稿答案或參考資料者。
 - (3) 夾帶文稿、參考資料或使用電子通訊設備者。
 - (4) 桌面或應用文具上，留有與考科有關的內容字跡。
 - (5) 不繳交答案卷或答案卡者。
 - (6) 不服從監試人員指揮者。
 - (7) 交頭接耳，任意談話者。
 - (8) 左顧右盼或窺視他人試題試卷者。
 - (9) 暗示答案者或以自己試題試卷讓他人窺視者。
 - (10) 其他經監考老師提出之違反考試規則事項者。

三、本規則適用於期中期末定期評量、MAP、PSAT 等測驗。

四、本規則經行政會議通過，校長簽核後施行，修正時亦同。



Taipei Fuhsing Private School

Regulations for Testing Room Management

Approved at the Elementary and Secondary School Administrative Meeting on October 15, 2024

I. Pre-exam arrangements

1. Please arrange the seating according to the seating plan. Move the podiums to the corridor or against the walls in the classroom, and try to increase the distance between seats.
2. Clear all drawers and spaces below the seats. All books and belongings should be placed in personal lockers one day before the exam. If not cleared, the owner of the item will be deducted 5 points for that subject.
3. Before the exam, backpacks should be placed in the corridor in an orderly manner according to the regulations.

II. Answering Guidelines

1. Students should take their seats according to the seating plan during the test and cannot leave early. If someone insists on leaving without permission, the subject will not be graded.
2. Students should bring their own stationery and cannot borrow from others in the test venue. Transparent clipboards with no graphics or text printed on them may be used if necessary. No paper should be placed on the desk, and students can make calculations on the back of the test paper. Anyone violating will receive a deduction of 5 points.
3. Students should not bring any non-essential items for the test, including items with functions of storage, photography, video recording, or calculation, such as mobile phones, wearable devices (e.g., smart glasses, smartwatches, smart bracelets, headphones), calculators, electronic dictionaries, multimedia players (e.g., MP3, MP4), pagers, radios, etc. If the proctor discovers the item or the proctor finds the item producing any sound, 10 points will be deducted for that subject, and a minor demerit will be recorded. The items will be kept by the proctor until the end of the exam. If someone persists in violating the rules or repeats the offense after being warned, a score of zero will be given for that test.
4. Coats should either be worn or hung on the back of chairs. They should not be carried. If the proctor finds that a coat is not placed according to the regulations, the proctor will verbally remind the student. If he/she persists in doing so, 5 points will be deducted for that test.
5. During the test, eating, drinking, chewing gum, or making any noise that disturbs the order of the test venue is not allowed. If the proctor discovers any of these actions, 5 points will be deducted for that test.
6. Students should use a No.2 pencil to mark the scantron. The score of the scantron is ONLY based on the reading of the scantron reading machine. Students are responsible for any errors, unclear or damaged marks that may affect the computer's interpretation.
7. Handwritten portions of each test, including non-multiple-choice questions and essays, should be written in blue or black ballpoint pen. Anyone violating will receive a deduction of 5 points.
8. Personal information on the scantron, whether handwritten or marked with a No. 2 pencil, must be clear and accurate without any omissions. Any incorrect information that causes the reading machine to be unable to operate correctly will result in a deduction of 5 points for that test. For non-multiple-choice questions, if class name, seat number, and student name are not filled in, 5 points will be deducted for each test until the score for non-multiple-choice questions reaches zero.
9. As soon as the bell rings (test ends), students must immediately stop writing (including writing personal information) and may not request to continue. Those who continue to answer the test will be deducted 5 points, and those who continue to answer the test after being instructed to stop by the proctor will receive a score of zero for that test.
10. Before the test, students should listen to the proctor's instructions carefully, making sure the subject name and the number of the exam paper are correct and error-free. Students cannot request for remedies after the test. After completing the test, students must submit the scantron or answer sheet to the proctor. Only after the proctor has verified the count without errors may the students leave the examination room.
11. Examinees who violate any of the following conditions will have their test graded zero, and a major demerit will be recorded.
 - (1) Exchanging seats, test papers, or answer sheets.
 - (2) Transmitting written answers or reference materials.
 - (3) Bringing study notes whether written or printed, reference materials, or using electronic communication devices.
 - (4) Leaving test content-related study notes on the desktop, in the pencil case or on the stationery.
 - (5) Not submitting answer sheets or scantrons.
 - (6) Disobeying the proctor's supervision and instructions.
 - (7) Whispering and talking with anyone.
 - (8) Looking around or peeking at other people's test papers.
 - (9) Giving someone hints and answers or allowing someone to peek at their test paper.
 - (10) Other violations lodged by the proctor.

III. These rules apply to quizzes, midterms, finals, MAP, PSAT, and the college entrance examinations.

IV. These regulations, upon approval by the administrative council and the signature of the principal, shall come into effect, and the same process shall be followed when making amendments.

