

Measures of Southwest Jiaotong University for the Management of Graduate Examination Rooms

These Management Measures are formulated to maintain the normal education and teaching order of Southwest Jiaotong University (SWJTU), further standardize the management of graduate examinations, strictly enforce examination disciplines, and maintain fairness and justice in examinations.

National examinations shall be conducted in accordance with relevant provisions.

Chapter I Rules of Examination Rooms

Article 1 Any examination shall be conducted at the designated time and examination room.

Article 2 Examinees must enter an examination room with both their graduate student ID (or all-purpose cards) and ID cards (or passports), and their portraits on all documents must be clear and legible. In case of loss or damage, a written certificate must be issued by the graduate student cultivation unit where the examinee is trained. The basic information of the examinee (full name, student number, graduate student cultivation unit, major, and class) should be clearly stated on the written certificate with a color bareheaded ID photo of the examinee. The certificate should be reviewed and signed by the counselor of the examinee, and the official seal of the graduate student cultivation unit should be affixed to the photo. All certificates should be placed on the upper left of a desk for check. Examinees should strictly obey the arrangement of an invigilator, take a seat as required, and not move the seat without authorization during an examination.

Article 3 Examinees should enter an examination room 15 minutes in advance. After the start of an examination, late examinees must be approved by an invigilator before entering an examination room (during a listening test, late examinees are not allowed to enter an examination room until listening is finished, so as not to disturb other examinees). Late examinees who arrive 15 minutes after the start of an examination are not allowed to take part in this examination and they will be regarded as missing the examination. Examinees are not allowed to leave an examination room until 30 minutes after an examination starts.

Article 4 Examinees are prohibited from using communication devices with the function of sending or receiving information and electronic devices with storage, programming or inquiry functions during an examination (except those allowed by a course teacher). Carriers must turn off the power supply of a device and place it at the position designated by an invigilator before an examination.

Article 5 Examinees are not allowed to use unauthorized teaching materials, paper reference materials, their own answer sheets, draft paper, etc. Carriers must place non-examination necessities at the position designated by an invigilator before an examination.

Article 6 Examinees shall not unpack bound examination papers, and otherwise it will be deemed as disciplinary violations. If other examinees plagiarize for this reason, it will be treated as cheating in the examination.

Article 7 Examinees are not allowed to borrow stationery, calculators, drawing tools, calculation charts and other items that are allowed to be carried at an examination room from each other without authorization.

Article 8 Lots shall be drawn only once for an oral examination, and an examination slip shall not be changed. Examiners, with the examination slip, shall prepare to answer the questions at the place designated by an invigilator, and are not allowed to discuss with each other.

Article 9 The answer shall be written in blue (black) ink pen, ball-point pen or sign pen, and the handwriting shall be neat and clear. The specified answer sheet must be used for answering questions, and the answer written on draft paper is invalid.

Article 10 Examinees shall answer all the questions independently. It is strictly prohibited to discuss with each other, give hints, plagiarize, pass a message, take an examination for others and conduct any cheating behavior in violation of discipline. During an open-book examination, it is not allowed for two examinees to share a book or notes.

Article 11 During an examination, those who have not handed in their papers are not allowed to leave an examination room. Those who leave an examination room without authorization shall be punished due to violations of examination discipline. Under special circumstances, examinees may leave only with the consent of an invigilator. Those who are unable to finish an examination due to acute illness should go to a hospital immediately after obtaining the consent of an invigilator. They shall go through relevant procedures at the graduate student cultivation unit where they are trained with the medical certificate on that day, and report to the Program Office of the Graduate School for filing.

Article 12 Invigilators do not explain the contents of examination questions. If examination papers are unclear or distributed incorrectly, examinees may raise their hands to ask.

Article 13 Examinees who hand in examination papers in advance shall sort out the examination papers, answer sheets and draft paper and then hand them over to an invigilator or place them in the designated position. They may leave an examination room only with the permission of an invigilator.

Article 14 At the end of an examination, examinees shall immediately stop answering questions, sort out the examination papers, answer sheets and draft paper, and put them on the desk. They may leave an examination room only after the invigilators collect all the examination papers. If an examinee fails to hand in his/her examination papers on time, an invigilator may refuse to collect the examination papers, and the student's examination result will be recorded as zero. Those who take the examination papers, answer sheets and draft paper out of an examination room shall be punished due to disciplinary violations.

Article 15 Examinees are not allowed to linger or discuss near an examination room after handing in their examination papers.

Article 16 Examinees must strictly abide by the discipline in the examination room, keep quiet and obey the command of invigilators. For those who cheat (including those who help cheat) in violation of the examination discipline, invigilators have the right to terminate the examination on site, take back their examination papers, and disqualify them from the examination. They shall be seriously dealt with in accordance with the Regulations on Handling Violations in the Assessment of Graduate Courses and Training Modules at Southwest Jiaotong University.

Chapter II Responsibilities of Invigilators

Article 17 Invigilators must confirm invigilation information before an examination.

Article 18 Invigilators shall learn the Measures of Southwest Jiaotong University for the Management of Graduate Examination Rooms, the Measures of Southwest Jiaotong University for the Identification and Handling of Accidents in Graduate Education and Teaching, and the Regulations on Handling Violations in the Assessment of Graduate Courses and Training Modules

at Southwest Jiaotong University.

Article 19 Invigilators must wear invigilator cards, strictly implement the rules of an examination room and conscientiously perform their duties. During the period of invigilation, they shall not leave their posts without permission or do anything unrelated to invigilation. Any invigilation liability accident will be handled according to the Measures of Southwest Jiaotong University for the Identification and Handling of Accidents in Graduate Education and Teaching.

Article 20 Those who are unable to invigilate due to special circumstances shall not ask others without authorization to invigilate on their behalf. They may apply to the graduate student cultivation unit where they work, which will arrange another invigilator and report to the Program Office of the Graduate School.

Article 21 Invigilators shall arrive at the designated examination room 15 minutes in advance, arrange seats according to the sign-in list, check examinees' certificates and supervise their sign-in. Examinees without valid certificates are not allowed to enter the examination room.

Article 22 Before an examination starts, invigilators shall announce to examinees the discipline at an examination room, emphasize to examinees that communication devices with the function of sending or receiving information and electronic devices with storage, programming or inquiry functions (except those allowed by a course teacher) are not allowed to be brought into the examination room, and ensure that examinees place schoolbags, books, paper and other items unrelated to the examination at a designated position.

Article 23 Invigilators shall strictly follow the Procedures of Southwest Jiaotong University for Graduate Examinations (see Appendix).

Article 24 Invigilators shall strictly implement an examination time, and shall not shorten or extend the examination time for any excuse.

Article 25 After an examination, invigilators shall count the number of examination papers to ensure that the number of collected and distributed examination papers is consistent, and fill in the Registration Form for Graduate Examination Rooms and relevant columns on the examination paper bags, so as to facilitate the smooth progress of follow-up work such as marking and filing of examination papers.

Article 26 When finding that examinees have violated the examination regulations, invigilators shall terminate their participation in the course examination and ask them to wait on the site. They must keep the relevant evidence of violations of examination regulations, fill in the Graduate Examination Violation Record Form, contact counselors of the graduate student cultivation units where the examinees are trained, and deal with them according to the relevant procedures for handling violations in the Regulations on Handling Violations in the Assessment of Graduate Courses and Training Modules at Southwest Jiaotong University.

Article 27 Invigilators who turn a blind eye to, do not stop, fail to record truthfully or conceal the disciplinary violations and cheating behaviors at an examination room will be punished in accordance with the Measures of Southwest Jiaotong University for the Identification and Handling of Accidents in Graduate Education and Teaching once verified.

Chapter III Examination Procedures

Article 28 The examination procedures shall be implemented in accordance with the Appendix: Procedures of Southwest Jiaotong University for Graduate Examinations.

Chapter IV Supplementary Provisions

Article 29 These Measures shall come into force as of the date of issuance.

Article 30 The Graduate School shall be responsible for the interpretation of these Measures.

Appendix: Procedures of Southwest Jiaotong University for Graduate Examinations