

Shanghai University of Medicine & Health Sciences

Academic Affairs Office,

[2019] ,No.11

Notice on Issuing the "Regulations on Examination Management of Shanghai University of Medicine & Health Sciences"

To all colleges (departments, centers):

In order to standardize the order of examination work, strictly enforce the examination atmosphere, maintain examination discipline, and ensure the normal progress of examinations, in accordance with the "Regulations on the Management of Students in Regular Higher Education Institutions" (Decree No. 41 of the Ministry of Education) and the "Measures for Dealing with Violations in National Education Examinations" (Decree No. 33 of the Ministry of Education), and combined with the actual situation of the school, the "Regulations on Examination Management of Shanghai University of Medicine & Health Sciences" has been specially formulated. Please abide by it.

Annexes:

"Code of Conduct for Invigilators of Shanghai University of Medicine & Health Sciences"

"Examination Room Record Form of Shanghai University of Medicine & Health Sciences"

"Record Form of Examination Violations in the Examination Room of Shanghai University of Medicine & Health Sciences"

"Student Sign - in Sheet for the Examination Room of Shanghai University of Medicine & Health Sciences"

"Record Form of Inspection Tours in the Examination Rooms of Shanghai University of Medicine & Health Sciences"

Shanghai University of Medicine & Health Sciences

July 4, 2019

Regulations on Examination Management of Shanghai

University of Medicine & Health Sciences

Chapter I General Provisions

Article 1

These regulations are formulated to standardize the order of examination work, strictly enforce the examination atmosphere, maintain examination discipline, and ensure the normal progress of examinations. They are based on the "Regulations on the Management of Students in Regular Higher Education Institutions" (Decree No. 41 of the Ministry of Education) and the "Measures for Dealing with Violations in National Education Examinations" (Decree No. 33 of the Ministry of Education), and in combination with the actual situation of the school.

Article 2

Examination work is an important part of teaching management and a crucial content of teaching quality management and evaluation. All registered students of this university must participate in the examinations of the courses they have taken and obtain corresponding scores. Only those with passing scores can obtain the corresponding credits.

Article 3

Strengthening students' academic moral education and academic norm training is an important task in higher education. Abiding by academic integrity and following academic norms are the basic learning disciplines for college students.

Article 4

These regulations apply to the examination management of full-time students of Shanghai University of Medicine & Health Sciences. For examinations organized uniformly by the state or Shanghai Municipality, the relevant superior systems shall be implemented.

Chapter II Organization and Management of Examinations

Article 5

The Academic Affairs Office is the functional department responsible for the organization and management of examinations. Under the leadership of the vice - president in charge, it organizes examination work in accordance with these regulations and other relevant regulations of the school. The deputy director of the Academic Affairs Office in charge of teaching operation management is the primary responsible person for the school's examination management work. The vice - dean (deputy director) of the college (department, center) in charge of teaching management is the primary responsible person for the examination management work of the college (department, center).

Article 6

The Academic Affairs Office or the college (department, center) shall determine the examination time, examination room arrangement, and list of invigilators within the prescribed time.

Article 7

The Academic Affairs Office is responsible for the organization and management of the examination of phased unified examination subjects, with the cooperation of each college (department, center); the examination management of non - phased unified examination subjects of the Academic Affairs Office is the responsibility of each college (department, center).

Article 8

The Academic Affairs Office or the college (department, center) shall determine the examination time, examination room arrangement, and the list of invigilators within the specified time; each examination room shall be equipped with sufficient invigilators. The Logistics Service Center is responsible for the printing and sealing of test papers.

Article 9

For courses undergoing teaching reform, the examination methods shall be determined by the college (department, center) and reported to the Academic Affairs Office for approval. The assessment methods for physical education courses shall be implemented with reference to the "Regulations on Physical Education Courses of Shanghai University of Medicine & Health Sciences". The assessment methods for practical courses shall be implemented with reference to the "Regulations on Practical Courses of Shanghai University of Medicine & Health Sciences".

Article 10

Before the examination, the college (department, center) shall, through forms such as the leading group office meeting, study and implement the measures, requirements, and arrangements for the examination work in combination with the situation of the teaching unit, including proposition, invigilation, test paper marking, and grade assessment; organize and hold a teaching staff examination work meeting to strengthen the publicity of the invigilators' responsibilities and examination regulations, enhance the teachers' sense of responsibility, and establish an excellent teaching style.

Article 11

The marking work shall be the responsibility of the corresponding teaching and research section of each college (department, center). After the marking is completed, the full - time teachers of each course shall enter the scores into the teaching management system within the time specified by the Academic Affairs Office. And the paper - based transcripts shall be archived by the college (department, center).

Article 13

Course assessments are divided into two categories: examinations and inspections according to the requirements of the talent training program. Inspection courses are assessed

within the class. In principle, examination courses are uniformly organized by the college (department, center) for assessment during the final examination week.

Article 14

The school and the college (department, center) should actively carry out activities of examination integrity education and academic integrity education. They should clarify the purpose, requirements, and discipline of the examination, emphasize academic integrity, and through the study of examination discipline, academic norms, and the warning of typical cases, educate students to face the examination with a correct and honest attitude, cultivate students' virtues and styles of being honest, trustworthy, disciplined, and law-abiding, and strive to create an honest, rigorous, standardized, and orderly examination atmosphere to eliminate potential problems.

Article 15

The leading officials in charge of each college (department, center) are responsible for organizing the inspection tour groups of their units to check the invigilation situation and examination room discipline of their units, and handle problems in a timely manner; the Academic Affairs Office organizes special inspection groups to conduct inspection tours of the examination rooms and report to the whole school in a timely manner. All examination work is subject to the supervision and inspection of the school's supervision office and superior competent departments.

Chapter III Proposition

Article 16

In order to ensure the quality of talent training, better reflect the teaching level of our school, and achieve the goal of promoting teaching through examinations, the system of separation of teaching and examination is implemented for examination courses.

Article 17

The Academic Affairs Office arranges the proposition for the phased unified examination subjects, and each course - offering unit arranges the proposition for the course examinations. After the test questions for the course examinations are prepared, they need to be reviewed by the director of the teaching and research section and the vice - dean (deputy director) in charge of teaching. For the proposition review work of the courses taught by the director of the teaching and research section, other relevant full - time teachers designated by the vice - dean (deputy director) in charge of teaching shall complete it.

Article 18

Course assessments (including examinations and inspections) can adopt forms such as open - book or closed - book, paper - based examinations or online examinations according to the requirements of the course teaching syllabus. If it is intended to adopt an assessment method inconsistent with the requirements of the course teaching syllabus, it must be approved by the course - offering unit before the start of the course.

Article 19

Basic Principles and Requirements for Paper - based Examinations

The proposition teacher must complete two sets of test papers, A and B, for each course. The examination duration is 90 minutes. The examination organizing department randomly selects one of the two sets of test papers as the examination paper.

The question types of the test questions can generally be divided into two categories: objective test questions and subjective test questions, and can also be determined according to the characteristics of different courses or the requirements of professional qualification examinations.

The total number of test questions and the difficulty level should be appropriate, meeting the requirements of the teaching syllabus or curriculum standards. Important knowledge points and skill points should account for more than 2/3 of the total

number of test questions, and difficult and easy questions should be reasonably distributed.

The repetition rate of the same or similar test questions in sets A and B should not exceed 30%, and the proportion of test questions used in similar examinations in the past three years should not exceed 30%.

Other specific requirements shall be implemented with reference to the "Regulations on Test Paper Management of Shanghai University of Medicine & Health Sciences (Trial)".

Article 20

Basic Principles and Requirements for Online Examinations

Each course - offering unit is responsible for the construction of the online test question bank for online examinations, formulates a systematic and long - term plan, appoints the person in charge of test question (test paper) editing (entry), and strictly implements the proposition approval process.

The test paper proposition meets the basic principles and requirements of paper - based examinations. The design of new - type test questions (picture, audio, and video test questions) is encouraged to focus on solving the areas that cannot be measured by paper - based examinations.

When structuring the test paper, the proportion of test questions used in similar examinations in the past three years should not exceed 30%.

Two equivalent sets of test papers, A and B, must be designed two weeks before the examination, and a completely accurate mock test should be carried out in the background. According to the test results, self - check whether the test time and answer settings are reasonable and correct; they can only be used after being reviewed and approved by the college (department, center).

Chapter IV Test Paper Secrecy

Article 21

Propositioners, examination affairs personnel, printing staff, and marking staff should keep the test paper content strictly

confidential. Any form of leakage (including improper storage) will be held accountable, and those who steal or sell test papers will be severely punished in accordance with the law.

Article 22

From the formation of the test papers (electronic and text) until the end of the examination, each college (department, center) should strictly keep the test papers confidential and sign a confidentiality agreement.

Article 23

Liability System for Personnel Involved in Confidential Examinations

Personnel involved in confidential examinations should strictly abide by the confidentiality regulations.

Personnel involved in confidential examinations are not allowed to copy, transcribe, misplace, randomly spread, or reprint test questions without permission.

Personnel involved in confidential examinations should avoid discussing examination - related issues in public places.

Before leaving their posts or leaving the job, examination - related management personnel should clean up and hand over all relevant documents and materials in their custody and are not allowed to take them away.

Article 24

The test paper production process requires clear division of labor and clear responsibilities. The test paper production process includes: test paper layout, proofreading, printing, binding, page - checking, bagging, sealing, and storage.

A special person is fully responsible for the management of test paper production and supervision of its implementation.

A special person is in charge of plate - making (original plates, waste plates should be properly organized and stored).

A special person is responsible for printing (waste plates and waste paper should not be littered).

A special person is in charge of sealing and storage.

Non - staff are strictly prohibited from entering the test paper production room and printing room.

When staff leave the test paper production room, they must put the original manuscripts, finished products, and semi - finished products into the test paper cabinet.

Do a good job in the security of the test paper production room, strengthen security precautions, and prevent the leakage and loss of test questions.

Article 25

After the test papers are printed, a special person designated by the college (department, center) shall collect them. After collection, a special person shall be responsible for them, and they shall be stored in a special cabinet. They shall not be lost, opened, or leaked. In case of leakage or disguised leakage of test questions, measures should be taken promptly to change the test papers or test question content. The leakage of test questions is a major teaching accident and will be handled in accordance with the relevant regulations of the school.

Article 26

The Logistics Service Center is responsible for proofreading the printed test papers. The proofreading should be carried out carefully to ensure accuracy.

Chapter V Examination Room Rules

Article 27

Students must take the exam with their student ID cards or campus cards of Shanghai University of Medicine & Health Sciences (for examinations organized by the state, local governments and their authorized institutions, follow the specific requirements). If the student ID card is lost, they must bring their ID card or a certificate issued by their college to take the exam. Those without valid certificates or with unclear photos and incomplete information on the certificates are not allowed to take the exam.

Article 28

Students should enter the designated examination room 10 minutes in advance. Those who are 15 minutes or more late will be disqualified from taking the exam for that subject. Students are not allowed to hand in their papers and leave the examination room until 30 minutes after the start of the exam.

Article 29

After entering the examination room, students should keep quiet and take their seats as required by the invigilator. Relevant certificates should be placed in the designated position on the desk for verification. If the invigilator does not specify a seating arrangement method, all students present have the obligation to remind the invigilator. If the invigilator fails to guide students to take their seats in the end, any examinee has the right to report this issue to the Academic Affairs Office.

Article 30

Before the exam starts, students should actively check whether there are any words or materials related to the exam on the desk, in the drawer, or around their seats (except for materials allowed in open - book exams). If any problems are found, they should report them to the invigilator in a timely manner.

Article 31

Students can only bring the necessary stationery for the exam into the examination room. All other items should be placed in the designated place as required.

Article 32

During the exam, students are strictly prohibited from using all kinds of communication tools. Those who bring communication tools must turn them off and place them in the designated position. Communication tools cannot be used as clocks, and electronic devices with storage, query, programming and other functions cannot be used.

Article 33

Students can only use the special answer sheets (or answer cards) and draft papers for the exam, and fill in their major, class, name, student ID number and other information in the specified positions. If they fill in information inconsistent with their identity, it will be regarded as taking the exam on behalf of others.

Article 34

Generally, students should write their answers with blue or black pens or fountain pens. For special answer cards, 2B pencils should be used for filling in the blanks. Without special requirements, answers written in red pens or pencils are regarded as invalid. Correction fluid, correction tape, and adhesive tape are not allowed.

Article 35

Students must answer the questions independently within the specified time. If they have any questions, they must raise their hands. Except for problems with the printing and binding of the test paper, invigilators will not answer any questions related to the test paper content.

Article 36

During the exam, students are not allowed to leave their seats or the examination room at will. If there are special reasons and they need to leave the room temporarily, they must obtain the consent of the invigilator and be accompanied by the invigilator.

Article 37

Students who are absent from the exam without permission or cheat in the assessment will be given a score of zero for the course and are not allowed to take a make - up exam.

Article 38

During the exam, students who hand in their papers in advance

should leave immediately after handing in the papers and are not allowed to linger, talk or make noise around the examination room.

Article 39

At the end of the exam, students should immediately stop answering questions and sit quietly in their original positions. They can leave the room only after the invigilator has collected all the test papers, answer sheets (cards), and draft papers and checked them to be correct. Test papers, answer sheets (cards), draft papers, etc. are not allowed to be taken out of the examination room on their own, nor can they be deliberately destroyed.

Article 40

Students must strictly abide by the examination room rules and examination discipline and follow the instructions of the invigilators. In case of violations, they will be dealt with in accordance with the regulations on dealing with students who violate discipline or cheat.

Chapter VI Duties of Invigilators and Handling of Violations

Article 41

Invigilators should earnestly study the relevant regulations on examination management, be familiar with the invigilation business, abide by the "Code of Conduct for Invigilators of Shanghai University of Medicine & Health Sciences" (Annex 1), earnestly organize and implement the examination work in the examination room. They must perform the supervision and inspection work in the examination room with a high sense of responsibility, strictly maintain the examination room discipline, stop examination violations, and ensure that the examination is carried out fairly, justly and smoothly.

Article 42

Invigilators should make relevant preparations in advance, arrive at the examination room 20 minutes in advance as

required by the examination notice, turn off their mobile phones. Before the exam, read out the examination room discipline and relevant precautions to the students, guide the students to put their schoolbags and other items irrelevant to the exam in the designated position, organize the examinees to take their seats at intervals according to certain rules, carefully check the students' certificates, verify the number of examinees who should take the exam and the actual number of examinees, and do a good job in the students' sign - in. Distribute the test papers on time according to the examination arrangement and count the test papers on the spot after collecting them.

Article 43

Invigilators should concentrate in the examination room, be serious and responsible, and be dedicated to their duties. They should stand and invigilate. During the invigilation period, they are not allowed to read books, newspapers, listen to recordings, chat, use mobile phones or do other things irrelevant to invigilation. They are not allowed to leave their posts without permission, nor are they allowed to start or end the exam ahead of time or delay it. Invigilators should not explain the content of the test questions, but should answer questions about unclear printed words on the test papers in public. When there are corrections to the test questions, they should be announced publicly by writing on the blackboard. Invigilators should truthfully fill in the "Examination Room Record Form of Shanghai University of Medicine & Health Sciences" (Annex 2).

Article 44

An invigilator shall be identified as having violated invigilation discipline if he/she commits any of the following acts:

Without irresistible factors, fails to arrive at the invigilation post without permission or leaves the examination room without permission during the exam.

Is late for invigilation without irresistible factors.

Changes the examination time (including starting the exam early or extending the exam time), location or examination arrangement without permission.

Fails to strictly implement the relevant regulations, does things irrelevant to invigilation in the examination room, resulting in chaos in the examination room order and affecting the validity of the examination results.

Fails to promptly correct or handle examination violations or cheating behaviors, or deliberately conceals them without reporting.

Steals while on duty, hints, assists or supports students in violating regulations.

Other acts identified as violations of examination affairs regulations.

Article 45

If an invigilator commits the disciplinary acts listed in Article 44 during invigilation, the school will investigate the corresponding teaching accident liability in accordance with the "Measures for the Identification and Handling of Teaching Accidents of Shanghai University of Medicine & Health Sciences".

Chapter VII Regulations on Handling of Students Who Violate Discipline or Cheat

Article 46

For the purposes of these regulations, examination violations refer to general examination - related disciplinary acts where students fail to abide by the examination room rules and examination discipline and do not obey the arrangements and requirements of examination staff. Examination cheating refers to serious examination - related disciplinary acts where students violate the principles of fairness and justice in examinations and attempt to obtain test answers, examination scores, etc. through improper means.

Article 47

A student shall be identified as having violated the examination

discipline if he/she commits any of the following acts:

Brings items other than those specified into the examination room or fails to place them in the designated position.

Does not take the exam in the designated seat.

Answers questions before the start signal of the exam or continues to answer questions after the end signal of the exam.

Peeks at others' answers, whispers to others, exchanges signals or gestures during the exam.

Makes noise, smokes or engages in other behaviors that affect the examination room order within the examination room or the scope prohibited by the education examination institution; leaves the examination room without permission from the examination staff during the exam.

Takes the test paper, answer sheet (including answer card, answer paper, etc., the same below), draft paper and other examination papers out of the examination room.

Answers questions with pens or papers other than those specified or writes his/her name, examination number or marks information on the answer sheet in places other than those specified on the test paper.

Refuses to follow instructions and obstructs the invigilators and examination affairs staff from performing their duties.

Threatens, insults, slanders or frames the staff or other examinees.

Other acts that violate the examination room rules but do not yet constitute cheating.

Article 48

A student shall be identified as having cheated in the exam if he/she commits any of the following acts:

Brings materials related to the examination content or electronic devices storing materials related to the examination content into the examination room.

Copies or helps others copy the test answers or materials related to the examination content.

Snatches, steals other people's test papers or answer sheets, or coerces others to provide convenience for his/her own copying. Brings or uses devices with information - sending or receiving functions during the exam.

Forges or alters ID cards, admission tickets and other supporting materials, or asks someone to take the exam on his/her behalf or takes the exam on behalf of others.

Deliberately destroys test papers, answer sheets or examination materials.

Fills in the name, examination number and other information inconsistent with his/her identity on the answer sheet.

Passes or receives items, or exchanges test papers, answer sheets, or draft papers.

Organizes gang cheating.

Other acts of obtaining or attempting to obtain test answers or examination scores through improper means.

Article 49

If a student commits the acts listed in Article 47 during the exam, the exam shall be stopped immediately. The invigilator shall take back the test papers and other materials, mark the words "disciplinary violation" on his/her test paper and answer sheet, fill in the facts of the student's disciplinary violation in the "Record Form of Examination Violations in the Examination Room of Shanghai University of Medicine & Health Sciences" (Annex 3), and require the signatures of two invigilators for confirmation. After the student himself/herself confirms and signs, he/she shall leave the examination room. The student's score for this subject shall be recorded as zero.

Article 50

If a student commits the acts listed in Article 48 during the exam, the exam shall be stopped immediately. The invigilator shall retain the evidence of his/her cheating, take back the test papers and other materials, mark the words "cheating" on his/her test paper and answer sheet, fill in the facts of the student's cheating in the "Record Form of Examination Violations in the

Examination Room of Shanghai University of Medicine & Health Sciences", and require the signatures of two invigilators for confirmation. After the student himself/herself confirms and signs, he/she shall leave the examination room. The student's score for this subject shall be recorded as zero.

Article 51

If a student who violates discipline or cheats has a poor attitude and refuses to sign, the two invigilators shall sign in the "Record Form of Examination Violations in the Examination Room of Shanghai University of Medicine & Health Sciences", and inform the student that his/her right to appeal is revoked and directly determine that it is cheating.

Article 52

The identification, recording and on - site management of examination violations and cheating behaviors are the responsibility of the invigilators.

Article 53

In the examinations of phased unified - examination subjects, the evidence materials, test papers, answer sheets, "Examination Room Situation Record Forms", etc. of students who violate examination discipline or cheat shall be submitted by the invigilators to the Academic Affairs Office after the examination. For non - phased unified - examination subject examinations, the invigilators shall submit them to the college (department, center) organizing the examination after the examination. After the college verifies the facts, it shall submit them to the Academic Affairs Office within 5 working days. After the Academic Affairs Office verifies the facts, it shall report them to the Student Affairs Office within 5 working days. The Student Affairs Office shall handle them in accordance with the relevant regulations.

Article 54

If a student commits the acts listed in Articles 40 and 41 and

needs to be effectively stopped or have the facts verified, etc., it can be reported to the Student Affairs Office and the Security Office for handling according to the circumstances.

Chapter VIII Grade Management

Article 55

After the review of the test paper scores is completed, within the time specified by the Academic Affairs Office, the course teacher is responsible for entering the scores into the teaching management system. After the scores are entered into the system, students can query them online.

Article 56

Once the scores are entered and confirmed, they generally cannot be modified. If it is indeed necessary to modify the score sheet and relevant data due to negligence of the teacher in the process of marking, grading, and registering scores, etc., a "Grade Change Application Form of Shanghai University of Medicine & Health Sciences" needs to be submitted. After being reviewed and approved by the director of the teaching and research section and the vice - dean in charge of teaching, relevant assessment materials such as test papers and answer cards shall be attached and submitted to the Academic Affairs Office for approval. After approval, the teacher can modify the scores through the teaching management system, and at the same time submit the paper - based version of the scores to the college (department, center) for archiving.

Article 57

Students should take the exams on time according to the examination schedule formulated by the Academic Affairs Office and the college (department, center). Absence from the exam without permission shall be regarded as truancy from the exam. For those who are truant from the exam, violate examination discipline or cheat, the assessment score of this course shall be regarded as invalid. For students who violate examination discipline or cheat, the school will give disciplinary

sanctions according to the circumstances of their violations or cheating.

Article 58

For students who are given warnings, serious warnings, demerits or probation within the school due to examination violations or cheating, if they perform well after education, upon the personal application of the student and the approval of the college, they can be given the opportunity to take a make - up exam or repeat the course.

Article 59

If a student accumulatively misses classes for 1/3 of the total class hours planned for a course in one semester or fails to hand in 1/3 of the course assignments without good reason, he/she is not allowed to take the assessment of this course. The score shall be recorded as zero, and the student must repeat the course.

Article 60

Scores obtained through make - up exams or repeating courses shall be marked in the academic transcript.

Chapter IX Archiving and Destruction of Test Papers

Article 61

Test papers and answer cards of examinations shall be archived and preserved by the college (department, center), generally for 3 academic years after the students graduate, and can be appropriately extended as needed. For new majors, they shall be preserved at least until after the evaluation.

Article 62

The destruction of test paper archives requires the review and consent of the relevant school archives department and shall be carried out in accordance with the requirements.

Chapter X Emergency Handling of Examination Incidents

Article 63

Each college (department, center) should formulate plans for various emergencies during the examination period, develop implementation rules, strengthen training and drills to ensure that the plans are well - trained. Before the exam, it is necessary to carefully sort out each link, conduct self - inspections and investigations, and resolve potential problems and hidden dangers that affect the smooth progress of the exam at the embryonic stage.

Article 64

If it is found during the exam that the subject of the test paper does not match the subject of the current exam, or the number of test papers does not match the examination room arrangement, or the test paper has missing pages, printing errors, double - images, damage, etc., the invigilator should immediately report to the college (department, center) in charge of the examination organization, obtain corresponding instructions, do a good job in appeasing the examinees and recording the situation, and at the same time extend the end time of the exam according to the actual situation.

Article 65

If equipment or network failures occur in online examinations during the exam, the invigilator should immediately report to the college (department, center) in charge of the examination organization, and the college (department, center) shall ask the Academic Affairs Office for instructions to confirm whether to extend the exam time or retain the exam qualifications of this batch of students and arrange another time for the exam of this subject. The invigilator should do a good job in appeasing the examinees and recording the situation.

Article 66

If a sudden power outage occurs at the examination site during the exam, the invigilator should do a good job in appeasing the examinees and recording the situation. If the power outage does not affect the examinees' exams, the exams should proceed as

normal. If the power outage affects the examinees' exams, the backup power supply should be activated immediately to ensure the normal progress of the exams. If it is a large - area power outage in the region, the college (department, center) in charge of the examination organization should promptly ask the Academic Affairs Office for instructions to confirm the time for power restoration and determine whether to extend the exam time or retain the exam qualifications of this batch of students and arrange another time for the exam of this subject.

Article 67

In case of other unpredictable major or general events, necessary measures should be taken to minimize the negative impact of adverse factors.

Chapter XI Supervision of Examination Organization

Article 68

The examination affairs organization of phased unified - examination subjects of the Academic Affairs Office is organized and implemented by the Academic Affairs Office and is subject to the supervision and inspection of the school's supervision office.

Article 69

The examination affairs organization of non - Academic Affairs Office phased unified - examination subjects is organized and implemented by each college (department, center), and the Academic Affairs Office is responsible for supervision and inspection.

Article 70

The test paper printing work is the responsibility of the Logistics Service Center. The Academic Affairs Office supervises and regularly inspects the printing quality and confidentiality of test papers.

Chapter XII Supplementary Provisions

Article 71

These regulations shall come into force as of the date of promulgation. The original "Regulations on Examination Management of Shanghai University of Medicine & Health Sciences (Trial)" (Document No. [2017] 1 of the Academic Affairs Office of Shanghai University of Medicine & Health Sciences) shall be repealed.

Article 72

These regulations are interpreted by the Academic Affairs Office.

Attachment 1 Code of Conduct for Invigilators of Shanghai University of Medicine & Health Sciences

Invigilators must wear the "Invigilation Permit" and enter the examination room 20 minutes before the exam starts.

They must organize examinees to take their seats at random intervals. During the exam, examinees are not allowed to leave the examination room unless the exam is terminated. If an examinee has a special reason and needs to leave the room temporarily, he/she can leave only after obtaining the consent of the invigilator and being accompanied by the invigilator.

They must abide by and read out the examination room rules before the exam.

They must, in accordance with the examination room rules, guide students to clean up the examination room, and supervise each examinee to turn off mobile phones and other communication tools (as well as materials irrelevant to the exam) and place them in the designated position. Examinees are not allowed to carry any closed bags such as pencil cases and schoolbags.

They must count the number of test papers and the number of examinees before the exam to ensure that no test papers are lost. Check and verify the examinees' certificates, guide students to place the certificates in the designated position on the desk, and have them sign on the "Student Sign - in Sheet for the Examination Room of Shanghai University of Medicine & Health Sciences", and distribute the test papers on time.

Invigilators should earnestly fulfill their invigilation duties, maintain the order of the examination room, and strictly enforce the examination room discipline. Invigilators are not allowed to smoke in the examination room; they are not allowed to read books or newspapers, chat, use communication tools, do things irrelevant to invigilation, leave their posts without permission, sit for a long time, or engage in malpractice for personal gain in any form. Those who violate these regulations will be given corresponding criticism or sanctions according to the seriousness of the circumstances.

Invigilators should not explain the content of the test questions, but should answer questions about unclear printed words on the test papers in public. When there are corrections to the test questions, they should be announced publicly by writing on the blackboard.

When invigilators find that an examinee shows signs of cheating, they should give a timely warning or change the examinee's seat.

In case of violations or cheating, the invigilator should immediately stop the examinee's exam, retain the evidence of cheating, take back the test papers and other materials, mark the words "cheating" on the test paper and answer sheet, fill in the facts of the examinee's cheating in the "Record Form of Examination Violations in the Examination Room of Shanghai University of Medicine & Health Sciences", and require the signatures of two invigilators for confirmation. After the examinee himself/herself confirms and signs, he/she shall leave the examination room.

If a student who violates discipline or cheats has a poor attitude and refuses to sign, the two invigilators should sign in the "Record Form of Examination Violations in the Examination Room of Shanghai University of Medicine & Health Sciences", and inform the student that his/her right to appeal is revoked and directly determine that it is cheating.

Ten minutes before the end of the exam time, invigilators should remind examinees to pay attention to the time. At the end of the exam time, invigilators should strictly enforce the examination room discipline, require students to immediately stop answering questions, and place the test papers face down on the desk. Students can leave their seats only after the invigilators have collected all the test papers and checked them to be correct, so as to avoid confusion when students hand in their papers.

After the exam, invigilators should truthfully fill in the "Examination Room Record Form of Shanghai University of Medicine & Health Sciences". After the two invigilators sign, the form should be collected together with the test papers.

Attachment2

Violation Record of Shanghai University of Medicine&Health Sciences

		school year	semester
Exam subjects		Exam time	
Exam type		Exam location	
college		class	
Student ID		full name	
Violation of discipline record	Signature of invigilator: _____		
Student signature			
College Opinion	Signature (seal): year month day		
Opinions of the Academic Affairs Office	All materials are complete and accepted Signature of the college representative: Signature of the person in charge of the Academic Affairs Office: years day		

Note: 1. Exam type selection: mid-term/final/make-up exam/retake/graduation exam/graduation make-up exam/social exam;

2. This record form is filled out by the invigilator, signed by the student and the invigilator, and accompanied by the original materials. The invigilator of the examination room will send the record form to the college office, which will then submit it to the academic affairs office;

3. This table is used for various exams in schools.

Attachment3

Shanghai University of Medicine & Health Sciences

Exam Room Record Form

_____ school year _____ semester

Exam subjects		Exam time	
Exam type		Exam location	
Student's College		Grade Class	
Absentee candidates (Co person) _____	Class, student ID, name:		
Violation of discipline by (Intervenor)	Class, student ID, name, and explanation of disciplinary violations:		
Exam room situation	Signature of invigilator: _____ specific date		
remarks			

Note: 1. Exam type selection: mid-term/final/make-up exam/retake/certificate renewal exam/social exam, etc;

2. This form is used for various exams in schools.

[illegible]

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Attachment5

Inspection Record Form

proctor		The college where the invigilator is located		Exam courses	
examinee School of study		examinee major		examinee grade	
examination room place		examination date	specific date	examination time	: - :
Inspection content					yes no
1	There are 2 invigilators inside, wearing invigilators' badges				
2	The basic examination materials such as examination room record sheet, student examination room attendance sheet, examination room violation record sheet, invigilator rules, and examination room rules are complete				
3	Candidates sit at different tables according to certain rules				
4	There are no exam related materials or opaque items near the 4-seat drawer				
5	Student ID card (or ID card) placement				
6	Students should place their ID cards at the designated position on the desk and sign on the "Shanghai University of Medicine&Health Sciences Student Examination Attendance Form"				
7	Strictly abide by the exam schedule, send and receive test papers on time, and the invigilator organizes students to submit and exit the exam in an orderly manner, and counts the exam papers for accuracy				
8	Do not engage in activities unrelated to invigilation such as smoking, reading books and newspaper, or engaging in prolonged conversations in the examination room, or leaving their posts without permission				
9	Be able to promptly stop signs or behaviors of cheating, maintain a quiet and orderly examination room				
10	Can handle student cheating properly, strictly enforce exam discipline, without affecting other students				
11	Fair invigilation without any form of embezzlement or fraud				
12	Fill in the Examination Record Form of Shanghai University of Medicine&Health Sciences truthfully				
Suggestions for invigilators					
Regarding exam room management Suggestions for work					
Evaluator's situation	Arrival time at the examination room		Departure time from the examination room		
	Signature of the examiner:				

Note: 1. Fill in "0" for the items inspected.

2. Fill in "/" for items that have not been inspected.