

# Shanghai University of Medicine & Health Sciences

Academic Affairs Office,  
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Each college (department, center) and relevant department:

In order to further strengthen the management of the school's examination papers and standardize the procedures of examination paper proposition, delivery, printing, review, analysis and filing, the revised Regulations on the Management of Shanghai University of Medicine & Health Sciences's Examination Papers is hereby printed and distributed to you for implementation.

## Annex

1. Test Paper Format and Scoring Standards of Shanghai University of Medicine&Health Sciences
2. Test Paper Proposition Schedule of Shanghai University of Medicine&Health Sciences
- 3.Examination and Approval Form of Test Paper of Shanghai University of Medicine&Health Sciences
- 4.Analysis Form of Test Paper of Shanghai University of Medicine&Health Sciences
- 5.Cover of Examination Paper for Students of Shanghai University of Medicine&Health Sciences
- 6.Registration Form of Ordinary Scores of Shanghai University of Medicine&Health Sciences

## **Chapter 1 General Provisions**

The first test paper is an important basis for testing and evaluating students' learning effectiveness and level. In order to standardize the management of the processes of test paper proposition, transmission, printing, evaluation, analysis, and archiving, and ensure that the test papers are not lost during circulation and the content of the test questions is not leaked, this regulation is formulated.

## **Chapter 2 Test Paper Proposition**

The second proposition must be based on the teaching outline of the course, reflecting both the teaching objectives of the course and highlighting the requirements for students to "master knowledge, develop abilities, and enhance comprehensive qualities"; It is necessary to assess students' depth, breadth, and proficiency in basic theories and knowledge, as well as their ability to analyze and solve problems by comprehensively applying the knowledge they have learned, while avoiding rote memorization of knowledge points as much as possible.

Article 3: Course assessment (including exams and tests) can be conducted in the form of open or closed book, paper-based or online exams according to the requirements of the course syllabus. If it is proposed to use an assessment method that is inconsistent with the requirements of the course syllabus, it must be approved by the teaching unit before the course begins.

( 1 ) For courses that implement closed book assessment, attention should be paid to the diversity of exam question types, mainly assessing students' ability to understand and apply knowledge; For courses that implement open book assessment in the form of test papers, the starting point should be to assess students' comprehensive ability to summarize, analyze, and apply theoretical knowledge to practice. The designated test questions should not allow students to directly copy ready-made answers from textbooks, materials, and notes.

( 2 ) The assessment content should cover the main teaching content required by the course syllabus as much as possible, with appropriate difficulty and quantity of questions, a certain degree of differentiation, proper arrangement of the entire test paper, scientific and reasonable, and the ability to effectively evaluate students.

Article 4: Courses using the same teaching syllabus should generally have unified propositions, assessments, and grading standards.

#### Article 5 Basic Principles and Requirements for Paper based Examinations

1 Each course requires completion of two sets of questions, A and B, with a typical exam duration of 90 minutes. The examination organization department randomly selects one of the two test papers as the examination paper.

2 The types of test questions can generally be divided into two categories: objective questions and subjective questions, which can also be determined according to the characteristics of different courses or the requirements of vocational qualification exams. In general closed book written exams, questions that test higher levels of ability, such as essay questions, comprehensive questions, and analytical questions, should have a larger proportion of scores. It is recommended to have at least three types of exam questions.

3 The total number and difficulty of the test questions should be moderate, in line with the requirements of the teaching syllabus or curriculum standards. Important knowledge and skill points should account for more than 2/3 of the total number of questions, and difficult and easy questions should be reasonably distributed.

4 A. The structure, quantity, coverage, difficulty level, and assessment requirements of the two sets of questions should be consistent, and the repetition rate of identical or similar questions in the two sets of questions should not exceed 20%. The repetition rate of exam questions for the same course in the past 3 years shall not exceed 30%.

## Article 6 Basic Principles and Requirements for Online Examinations

1 Each course offering unit is responsible for the construction of the online exam question bank, developing a systematic and long-term plan, and appointing a person in charge of editing (inputting) the test questions (papers), strictly implementing the proposition approval process.

2 The test paper proposition conforms to the basic principles and requirements of paper-based exams. Encourage the design of new types of test questions (image, audio, video), with a focus on addressing areas that cannot be measured by paper-based exams.

3 When creating structured test papers, the proportion of questions used in similar exams in the past three years must not exceed 30%.

4 At least three equivalent test papers must be designed two weeks before the exam, and simulated tests must be conducted. Based on the test results, self check whether the test time, number of questions, and answer design are reasonable and correct.

Article 7: Each set of test questions should have a clear surface, accurate content, fluent text, and correct punctuation. Paper exam questions have a compact layout. Where there are accompanying drawings, the drawing should be standardized.

Article 8: Paper exam papers must be presented in a unified format (Attachment 1). Each set of test papers should have corresponding reference answers and grading standards. The reference answers for text-based questions such as short answer questions, essay questions, and case analysis questions must clearly define the key points and scoring criteria.

Article 9 After the course examination papers and scoring standards are formulated, the "Shanghai University of Medicine&Health Sciences Examination Paper Proposition

Schedule" (Annex 2) and "Shanghai University of Medicine&Health Sciences Examination Paper Proposition Approval Form" (Annex 3) shall be filled in and reviewed by the director of the teaching and research section and the vice president (deputy director) in charge of teaching. After verification, one set will be randomly selected by the teaching unit as the exam paper, and the other set will be used as the make-up exam paper. The review of course propositions taught by the director of the teaching and research department shall be completed by other relevant full-time teachers designated by the vice dean (deputy director) in charge of teaching.

### **Chapter 3 Test Paper Transmission**

Article 10: Before sending the test paper for printing, it should be carefully proofread to ensure that the handwriting is clear, the graphics are accurate, there are no errors, no alterations, and no missing or incorrect pages.

Article 11: The unit offering the course shall seal the selected exam papers in a special paper bag, fill out the paper printing application form, and assign a dedicated person to deliver them to the designated location of the school for printing (which must be submitted 10 working days before the exam).

Article 12: When the test paper recipient receives the test paper, they should carefully check the quantity and quality of the test paper, and seal and store it in a special test paper bag until the exam day.

### **Chapter 4: Paper Printing**

Article 13: Test papers and their related printed materials are classified as school work secrets. The unit responsible for printing the test papers is responsible for the quality, quantity, and confidentiality of the printing process from printing to delivery, and shall fulfill its confidentiality duties.

Article 14: The examination paper printing unit shall

select personnel with good political quality and high technical level to be responsible for the printing of the examination paper, and maintain the relative stability of the personnel.

Article 15: Exam paper printing staff should attach great importance to confidentiality work from an ideological perspective, and are strictly prohibited from leaking, taking, or storing exam papers privately. During the printing and binding process of exam papers, the academic affairs office and printing unit leaders must supervise at all times and strictly prohibit unrelated personnel from entering the work area.

Article 16: Units and individuals who cause the loss or leakage of test paper content shall be subject to criticism, education, and disciplinary action depending on the circumstances and consequences, up to criminal responsibility. Those who steal or sell test papers shall be punished in accordance with the law.

Article 17: The printing of test papers should follow the principle of prioritizing urgent matters to ensure the smooth progress of the exam.

Article 18: The printing unit shall designate a dedicated person to handle the printing procedures for the test papers sent by teachers, and verify the prescribed content (including examination subjects, majors used, number of candidates, examination time, etc.) in person, and issue corresponding test paper collection forms for them.

Article 19: During the printing and binding process of exam papers, safety protection measures must be taken. The waste pages and original printed versions generated during the printing of test papers should be promptly cleaned up and placed in recycling bags. After the end of the examination period, the printing unit is responsible for centralized destruction and keeping records of the destruction.

Article 20: The bound test papers shall be registered in the prescribed quantity, packaged in a timely manner, and kept by a dedicated person.

Article 21: The teaching unit shall assign a dedicated person to be responsible for collecting the test paper with the paper collection form. When receiving the test paper, it must be counted and verified in person. After confirming that there are no errors, the test paper must be sealed, signed by the person receiving the test paper, and the handover procedures must be completed. If the paper collection form is lost, the printing unit must be notified immediately.

Article 22: The Academic Affairs Office shall regularly provide security and confidentiality education to the paper printing staff, requiring each employee to strictly abide by confidentiality discipline and conscientiously implement these regulations.

## **Chapter 5 Exam Paper Evaluation**

Article 23: When evaluating test papers, it is necessary to strictly follow the scoring standards, objectively, fairly, and accurately complete the test paper evaluation.

Article 24: Red signature pens or ballpoint pens shall be used for the evaluation of test papers. The scoring numbers must be neat, clear, and standardized. The marking teacher must keep the test paper tidy and shall not have any handwriting unrelated to the grading of the test paper.

Article 25: For the same course offered in different classes according to the same teaching syllabus but undertaken by different teachers, unified proposition should be implemented, and centralized scoring should be conducted. Other courses that do not meet the criteria for passing the exam are encouraged to be cross checked by teachers, with one reviewer and one reviewer for each course.

Article 26: The test paper should have unified and standardized evaluation marks. The scoring method adopts

Arabic numerals, with significant figures kept to one decimal place. The deduction points (negative points, marked with a "-" in front of the number) for each small question are marked at the bottom right of the question, and the score (positive points, marked with a "+" in front of the number) for each large question is marked in the "Score" column. The deduction of scores should be clear, and the total score should be accurate and without error.

Article 27: No one is allowed to change the score of the paper at will. If there is indeed an error in the grading and it is necessary to make changes, the correction must be signed by the person making the correction in order to be valid. For the phenomenon of large-scale changes in scores, a written explanation should be attached. Tools such as correction fluid and correction tape are not allowed to be used during the correction process.

Article 28: After the grading is completed, the grading teacher should carefully review and verify that there are no errors, to avoid omissions, misjudgments, errors in statistics, and omissions in registration. Serious and meticulous review should be conducted on each test paper with unsatisfactory grades.

Article 29: After completing the grading of the test paper and verifying its accuracy, the grading teacher shall sign in the "Reviewer" column for each major question, and the reviewing teacher shall sign in the corresponding "Reviewer" column at the beginning of the test paper; For courses assessed through non paper methods, after evaluation, the scores will be placed on the first page of each student's submitted materials and signed by the reviewer.

Article 30: After completing the examination paper review, teachers should promptly complete the analysis of the examination paper and the comprehensive evaluation of the grades, and enter the grades in the academic management system and submit them.

Article 31: Once the grades are submitted to the academic management system, they shall not be changed arbitrarily. When there are errors in the results that need to be corrected after verification, relevant assessment materials such as test papers and answer sheets should be attached, and a score change application should be submitted. After being reviewed by the teaching unit and approved by the academic affairs office, the scores can be changed. At the same time, the paper version of the changed scores should be submitted to the college (department, center) for archiving.

Article 32: The Academic Affairs Office and the teaching unit shall periodically organize inspections of the quality of the proposition and evaluation of the reviewed test papers.

## **Chapter 6 Exam Paper Analysis**

Article 33: Analysis and feedback of examination quality is an important link and means to utilize the investigation, diagnosis, feedback, and incentive functions of examinations, promote the improvement of teaching quality, and is an important component of a complete and systematic undergraduate teaching quality assurance system. Each teaching unit should attach great importance to the analysis of test papers, organize and guide teachers to do a serious and timely job in test paper analysis.

Article 34 After marking, each teaching and research office shall conduct quantitative and qualitative analysis on the test paper, focusing on the analysis of the distribution of scores, average scores, difficulty of test questions and other contents, and fill the results in the Shanghai University of Medicine & Health Sciences Test Paper Analysis Form (Annex 4).

Article 35: The unit offering the course shall do a good job in providing feedback on the examination. On the one hand, it shall gradually carry out a comprehensive analysis of the teaching quality of its courses, especially the core courses,

to provide a basis for further improvement of the courses; On the one hand, gradually carry out analysis of students' personal grades to help them understand their learning progress and make good study plans.

## **Chapter 7 Filing of Test Papers**

Article 36: Regardless of the form of assessment for courses (including public elective courses), the examination results, as well as the papers for make-up exams, retake exams, certificate replacement exams, or other equivalent exam papers, shall be organized and archived by the teaching unit.

Article 37 After the evaluation of each semester's test paper, the cover of the test paper prepared by the Academic Affairs Office shall be bound uniformly according to the use of the teaching class, and the Measures for the Management of Teaching Archives of Shanghai University of Medicine&Health Sciences (Trial) shall be adopted. The relevant requirements in (SUMHS Academic Affairs [2018] No. 3) are kept as standards.

( 1 ) Filing materials, in a top-down order, are: the cover of the examination paper book for students of Shanghai University of Medicine&Health Sciences (Annex 5), the score record form, the usual score registration form (Annex 6), the examination paper analysis form, the examinee registration form, the examination room record form, the examination paper proposition book [including the examination paper proposition approval form, the examination paper proposition schedule, the sample examination paper (A, B), the scoring criteria (including the reference answers) (A, B)], the examination papers (including the examination papers of the students in the same class who have re studied), the make-up examination papers, and other relevant materials in the order of the student number of the attached score record form.

( 2 ) Archived test papers are generally bound in units of teaching classes; For papers with a large number of students, they can be bound in separate volumes (indicated on

the cover of the test book).

( 3 ) The student makeup exam papers and related materials (such as score records, attendance sheets, exam records, etc.) must be bound together with the course exam papers and kept at the end.

( 4 ) The test papers and related materials (such as score records, attendance sheets, exam records, etc.) for students to change their certificates and take make-up exams shall be bound and stored separately.

( 5 ) The materials related to deferred exams, exemptions, and exemptions for students shall serve as the basis for the source or recognition of their grades, and shall be bound together with the exam paper and kept at the end.

Article 38: The person in charge of managing the teaching archives of the teaching unit shall complete the archiving and management of the test papers and materials for the courses without make-up exams in the previous semester within 2 weeks before each semester. Courses with make-up exams can be archived within 2 weeks after the end of the make-up exams.

Article 39: When receiving the archived materials of the test paper, the person in charge of teaching archives management shall check whether the marking teacher has reviewed the test paper in accordance with the requirements, filled in the relevant information of the test paper archiving in accordance with the requirements, organized the test paper in accordance with the requirements, filled in the relevant data and information correctly, and completed the review procedures. If both parties have checked and found no errors, they shall sign to handle the transfer procedures.

Article 40: The person in charge of managing teaching archives shall store the archived materials in a centralized location designated by the teaching unit, with the principles of safety, completeness, easy retrieval, and compliance with archive preservation regulations and storage conditions. The test papers are saved according to the course and semester.

Article 41: Course teaching papers, grade evaluation, and materials for their modification and maintenance shall be

kept as important teaching archives for three academic years after students graduate and leave school, and may be appropriately extended as needed.

Article 42: After reaching the maximum retention period, test papers shall not be circulated to society or kept for other purposes. Except for being kept as teaching materials, the rest should be processed according to the requirements and standards of the exam paper, and the teaching unit should be responsible for applying to the school for approval. After review and approval, they should be centrally destroyed and a record of the destruction should be kept.

## **Chapter 8 Supplementary Provisions**

Article 43 The school designates the test paper printing place as the printing room of the logistics service center of Shanghai University of Medicine & Health Sciences.

Article 44 These regulations shall be implemented as of the date of promulgation, and the original Regulations on the Administration of Test Papers of Shanghai University of Medicine & Health Sciences (for trial implementation) (SUMHS Educational Affairs [2018] No.16) shall be repealed.

Article 45: The interpretation of these regulations shall be the responsibility of the Academic Affairs Office.

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