

Shanghai University of Medicine & Health Sciences

**Academic Affairs Office,
[2022] No. 21**

**Notice on Printing and Distributing the Regulations on
Examination Management of Shanghai University of
Medicine&Health Sciences**

Each college (department, center), department:

In order to further standardize the examination work order, strictly enforce the examination style, maintain the examination discipline, and ensure the normal conduct of the examination, the revised Regulations on Examination Management of Shanghai University of Medicine&Health Sciences is hereby printed and distributed to you for your compliance.

- Annex 1. Rules for invigilators of Shanghai University of Medicine&Health Sciences
- 2. Registration Form for Students of Shanghai University of Medicine&Health Sciences
- 3. Examination Record Form of Shanghai University of Medicine&Health Sciences
- 4. Record of Violation of Discipline in the Examination Venue of Shanghai University of Medicine&Health Sciences
- 5. Record Form of Examination Tour in Shanghai University of Medicine&Health Sciences

Shanghai University of Medicine&Health Sciences
August 14, 2022

Regulations on Examination Management of Shanghai University of Medicine & Health Sciences

Chapter 1 General Provisions

Article 1: In order to standardize the order of examination work, strictly enforce examination conduct, maintain examination discipline, and ensure the normal conduct of examinations, in accordance with the "Regulations on the Management of Students in Ordinary Higher Education Institutions" (Order No. 41 of the Ministry of Education) and the "Measures for Handling Violations of National Education Examinations" (Order No. 33 of the Ministry of Education), combined with the actual situation of the school, these regulations are specially formulated.

Article 2: The examination work is an important part of teaching management and an important content of teaching quality management and evaluation. All courses specified in the teaching plan must undergo assessment. All students enrolled in our school must participate in the exams of the courses they have taken and obtain corresponding scores. Only those who pass the exams can receive corresponding credits.

Article 3: Each college (department, center) should actively carry out research and practice on examination reform, pay attention to the reform of examination content and form, construct diversified assessment methods that are compatible with the curriculum and teaching objectives, and give full play to the promoting and motivating role of examinations.

Article 4: These regulations are applicable to the examination management of full-time students of Shanghai University of Medicine & Health Sciences. The examination organized by the state and Shanghai Municipality shall be carried out in accordance with the relevant regulations of the higher authorities.

Chapter 2: Organization and Management of Examinations

Article 5: The Academic Affairs Office is the functional

department responsible for organizing and managing examinations. Under the leadership of the principal in charge, it organizes examination work in accordance with these regulations and other relevant school regulations. The Deputy Director in charge of teaching operation management in the Academic Affairs Office is the primary person responsible for the school's examination management work. The vice dean (deputy director) in charge of teaching management of the college (department, center) is the primary person responsible for the examination management 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 course assessment method shall comply with the relevant requirements of the course teaching outline. For courses undergoing teaching reform, the examination method shall be determined by the college (department, center) and submitted to the Academic Affairs Office for approval. The assessment of physical education courses and practical courses shall be carried out in accordance with relevant regulations.

Article 8: Colleges (departments, centers) should strengthen their leadership and guidance over the examination work of their own units, carefully study and deploy the examination work, and clearly require and strictly implement the principles of proposition, examination methods, paper confidentiality, paper grading, score evaluation and other aspects. Organize a teacher examination work conference to strengthen the responsibilities of invigilators in the examination room and promote examination standards, enhance teachers' sense of responsibility, and establish a good teaching atmosphere.

Article 9: Each examination room shall appoint at least two invigilators. The invigilators for general education courses shall be selected through consultation between the offering unit and

relevant colleges. The invigilators for other courses are generally selected by the respective teaching units.

Article 10: The grading work is the responsibility of the corresponding teaching and research departments of each college (department, center). After the grading is completed, full-time teachers of each course should log in to the academic management system within the time specified by the academic affairs office to enter their scores, and archive the paper transcripts on a college (department, center) basis.

Article 11: Course assessment shall be divided into two categories according to the requirements of the talent cultivation plan: examination and assessment. Examination courses are generally organized and assessed within the course. Exam courses are generally organized by the college (department, center) and assessed during the final exam week.

Article 12 Schools and colleges (departments, centers) should actively carry out integrity education activities for exams, declare the purpose, requirements, and discipline of exams, educate students to treat exams with a correct and honest attitude through the study of exam discipline, academic norms, and the warning of typical examples, cultivate students' morality and style of honesty, trustworthiness, compliance with discipline, and law-abiding, strive to create an atmosphere of integrity, rigor, standardization, and orderliness for exams, and eliminate negative hidden dangers.

Article 13: The leaders in charge of each college (department, center) are responsible for organizing inspection teams within their respective units to check the invigilation and discipline of their examination rooms, and promptly address any issues found; The Academic Affairs Office organizes a specialized inspection team to conduct inspections of the examination room and promptly report to the entire school. All examination work is subject to supervision and inspection by the school supervision department and higher-level supervisory departments.

Article 14: The printing of test papers is the responsibility of the Logistics Service Center, and the Academic Affairs Office supervises and regularly inspects the printing quality and confidentiality of test papers.

Chapter 3 Confidentiality of Test Papers

Article 15: The confidentiality of test papers involves multiple stages, and each stage must ensure that "whoever handles, signs, and is responsible" is followed. Proposition, examination affairs, document printing, and grading personnel should strictly keep the content of the test paper confidential. Any form of leakage (including improper storage) will be held accountable, and those who steal or sell test papers will be resolutely punished according to law.

Article 16: From the formation of the test paper (electronic and text) until the end of the exam, each college (department, center) should strictly maintain the confidentiality of the test paper.

Article 17: Responsibility System for Personnel Involved in Confidential Examinations

1. Personnel involved in confidential examinations must strictly abide by confidentiality regulations.
2. Personnel involved in confidential exams are not allowed to plagiarize or transcribe exam questions, dispose of them randomly, spread them without permission, or reprint them without authorization.
3. Personnel involved in confidential exams should avoid discussing exam related issues in public places.
4. Before leaving or resigning from their positions, exam related confidential management personnel must clear and transfer all relevant documents, materials, etc. they have in their custody, and are not allowed to take them away.

Article 18: The process of making rolls requires clear division of labor and clear responsibilities. The process of making test papers includes: layout, proofreading, printing, printing, page picking, binding, bagging, sealing, storage, etc.

1. A dedicated person is fully responsible for the management of exam paper production and supervises its implementation.
 2. A dedicated person is responsible for plate making (original, obsolete, and organized).
 3. Special personnel are responsible for printing (waste plates and paper must not be thrown around).
 4. A dedicated person shall seal and store it.
 5. Non staff members are strictly prohibited from entering and exiting the roll making room and printing room.
- When staff leave the roll room, they must put the original manuscript, finished products, and semi-finished products into the roll cabinet.
7. Invalid test papers, templates, and waste paper shall not be taken out of the paper making room.
 8. Ensure the security of the paper making room, strengthen safety measures, and prevent the leakage or loss of test questions.
 9. After the paper production is completed, the printed paper should be proofread. Proofreading requires careful attention to ensure accuracy.

Article 19: After the printing of the test paper is completed, a dedicated person shall be designated by the college (department, center) to collect it. After collection, a dedicated person shall be responsible for it and keep it in a designated counter. It shall not be lost, opened or leaked. If there is a leakage or disguised leakage of test questions, measures should be taken quickly to change the test paper or test content. The leakage of test questions is a major teaching accident and will be dealt with according to the relevant regulations of the school.

Chapter 4 Exam Room Rules

Article 20 Students shall take the examination with their student cards or campus cards of Shanghai University of Medicine & Health Sciences (the examination organized by the state, local governments and their authorized institutions shall be subject to specific requirements). If the student ID card is lost, one must bring their ID card or a certificate issued by their college in order to take the exam. Individuals without identification or with

unclear identification photos or incomplete information are not allowed to take the exam.

Article 21: Students should enter the designated examination room 10 minutes in advance. Those who are 15 minutes or more late will have their eligibility for the subject cancelled. You can only submit your exam papers and leave after 30 minutes of the exam.

Article 22: After entering the examination room, students should maintain silence and sit in designated positions as required by the invigilators. Place the relevant documents in the designated location on the desk for verification. If the invigilator does not specify a ranking method, the students present have an obligation to remind the invigilator. If the invigilator ultimately fails to guide students in ranking, any candidate has the right to report this issue to the academic affairs office.

Article 23: Before the exam, students should actively check whether there are any handwriting or materials related to the exam around their desks, drawers, and seats (except for materials allowed to be carried during open book exams), and report any problems to the invigilator in a timely manner.

Article 24: Students entering the examination room can only bring necessary stationery and supplies for the exam (except for materials allowed for open book exams), and other items must be placed in designated locations as required.

Article 25: Students are strictly prohibited from using various communication tools during the examination process. Those carrying communication tools must turn off the power and place them in designated locations. Communication tools shall not be used as clocks, and electronic devices with storage, query, programming, and other functions shall not be used.

Article 26: Students can only use exam specific answer sheets (or answer sheets) and draft sheets, and fill in their major, class, name, student ID, and other information in the designated

positions. If you fill in information that does not match your identity, you will be treated as a substitute exam.

Article 27: Students are generally required to write with blue or black fountain pens or ballpoint pens when answering questions, and special answer sheets should be marked with 2B pencils. If there are no special requirements, answering with a red pen or pencil is considered invalid. Do not use correction fluid, correction tape, adhesive tape, etc.

Article 28: Students must independently answer the questions within the prescribed time, and raise their hands to indicate any problems. Except for printing and binding questions on the exam paper, invigilators do not answer any questions related to the content of the exam paper.

Article 29: During the examination process, students are not allowed to leave their seats or the examination room at will. If there are special reasons for temporary departure, the consent of the invigilator should be obtained and accompanied by the invigilator.

Article 30: Those who miss exams or cheat in assessments without authorization will have a zero score for the course and will not be allowed to retake the exam.

Article 31: During the examination, students who submit their papers in advance should leave immediately after submitting them and should not linger, discuss or make noise around the examination room.

Article 32: At the end of the exam, students should immediately stop answering questions, sit in their original positions, and wait for the invigilator to collect all the test papers, answer sheets (cards), and draft papers and count them correctly before leaving. Test papers, answer sheets (cards), draft papers, etc. are not allowed to be taken out of the examination room by oneself and are not allowed to be intentionally destroyed.

Article 33: Students must strictly abide by the rules and discipline of the examination room and obey the instructions of the invigilators. If there is a violation, it will be dealt with according to the regulations for handling students who violate discipline or cheat.

Chapter 5: Responsibilities and Disciplinary Actions of Supervisors

Article 34: The invigilators shall carefully study the relevant regulations on examination management, be familiar with the invigilators' business, abide by the Regulations on Invigilators of Shanghai University of Medicine&Health Sciences (Annex 1), carefully organize and implement the examination work in the examination room, supervise and inspect the examination room with a high sense of responsibility, strictly maintain the discipline of the examination room, stop the irregularities in the examination, and ensure that the examination is fair, just and smooth.

Article 35: Supervisors shall prepare in advance, arrive 20 minutes in advance as required by the examination notice, and turn off their mobile phones; Before the exam starts, read out the exam discipline and relevant precautions to students, guide them to place items unrelated to the exam in designated locations, organize candidates to sit at different tables according to certain rules, carefully check student identification, verify the number of examinees and actual examinees, and do a good job of student sign in. Please see Appendix 2 for the Registration Form for Students of Shanghai University of Medicine&Health Sciences. Distribute papers on time according to the exam schedule; After receiving the exam papers, count them on the spot.

Article 36: The invigilators should concentrate their energy, be serious and dedicated to their duties, and stand up for invigilation in the examination room. During the invigilation period, it is not allowed to read books, newspapers, listen to recordings, chat, use mobile phones, or engage in any activities unrelated to invigilation. It is not allowed to leave one's post

without permission, and it is not allowed to advance or delay the exam time. The invigilator shall not provide any explanation for the content of the test questions, but shall respond to any unclear printed text on the test paper. When there are corrections to the test questions, they will be publicly announced on a blackboard. The invigilators shall truthfully fill in the Examination Record Form of Shanghai University of Medicine&Health Sciences (Annex 3).

Article 37: If a invigilator commits any of the following acts, it shall be deemed as a violation of discipline by the invigilator:

1. Due to uncontrollable factors, unauthorized invigilation may result in failure to report to the position or leaving the examination room during the exam process.
2. Delayed invigilation due to uncontrollable factors.
3. Unauthorized changes to the exam time (including early or extended exam times), location, or exam schedule;
4. The invigilators did not strictly follow the relevant regulations and did things unrelated to invigilation in the examination room, causing disorder in the examination room and affecting the validity of the examination results.
5. The invigilator fails to promptly correct, handle or intentionally conceal any violations or cheating during the exam.
6. The invigilators engage in self theft, implying, assisting, or supporting students' violations.
7. Other behaviors identified as exam violations.

Article 38: If invigilators commit any of the disciplinary violations listed in Article 37 during invigilation, the school will hold them responsible for the corresponding teaching accidents in accordance with relevant school regulations.

Chapter 6: Regulations on the Handling of Students Who Violate Discipline and Cheat

Article 39: The term "examination violation" referred to in these regulations refers to the general examination violation behavior of students who do not abide by the rules and discipline of the examination room, and do not obey the arrangements and requirements of the examination staff. The term "cheating in

exams" as used in these regulations refers to serious exam violations committed by students who violate the principles of fairness and impartiality in exams by obtaining or attempting to obtain test answers, exam scores, etc. through improper means.

Article 40: If a student engages in any of the following behaviors, it shall be deemed as a violation of examination discipline:

1. Those who bring items outside the regulations into the examination room or do not place them in the designated location.
2. Those who did not take the exam in the designated seat.
3. Answering questions before the start signal of the exam is issued or continuing to answer questions after the end signal of the exam is issued.
4. During the exam, peeking, whispering, exchanging codes or gestures.
5. Engaging in noisy or other behavior that affects the order of the examination room within the prohibited area of the examination room or educational examination institution; Leaving the examination room without the consent of the examination staff during the examination process.
6. Bring exam papers, answer sheets (including answer sheets, answer sheets, etc.), draft papers, and other exam papers out of the examination room.
7. Answering questions with pens or paper other than those specified, or writing names, exam numbers, or marking information on the answer sheet in places other than those specified in the test paper.
8. Refusing to obey instructions and obstructing the performance of duties by examination and invigilators.
9. Threatening, insulting, slandering, or falsely accusing staff or other candidates.
10. Other behaviors that violate the rules of the examination room but do not constitute cheating.

Article 41: If a student engages in any of the following behaviors, it shall be deemed as cheating in an exam:

1. Those who bring materials related to the exam content or

electronic devices that store materials related to the exam content to participate in the exam.

2. Plagiarizing or assisting others in plagiarizing test answers or materials related to exam content.

3. Seizing, stealing others' test papers or answer sheets, or coercing others to provide convenience for plagiarism.

4. Carrying or using devices with the function of sending or receiving information during the examination process.

5. Falsifying or altering identity cards, admission tickets, and other supporting materials, and having others impersonate or participate in exams on behalf of others.

Intentionally destroying test papers, answer sheets, or exam materials.

7. Transferring or receiving items or exchanging test papers, answer sheets, and draft papers.

8. Organizing groups to cheat.

9. Other behaviors of obtaining or attempting to obtain test answers or exam scores through improper means.

Article 42 If a student commits any of the acts listed in Article 40 during the examination, he/she shall immediately stop the examination. The invigilator shall take back the examination paper and other materials, mark the examination paper and answer paper with the word "discipline violation", and fill out the fact of discipline violation of the student on the Record Form of Discipline Violation in the Examination Venue of Shanghai University of Medicine&Health Sciences (Annex 4), which shall be signed by two invigilators at the same time for confirmation. The student shall exit the examination hall after confirming his/her signature. The student's exam score for this subject is calculated as zero.

Article 43: If a student commits any of the acts listed in Article 41 in the examination, he/she shall immediately stop the examination. The invigilator shall retain the evidence of his/her cheating, take back the examination papers and other materials, mark the words "cheating" on his/her examination papers and answers, fill in the "Record Form of Violation of Discipline in the Examination Venue of Shanghai University of

Medicine&Health Sciences", and need two invigilators to sign for confirmation at the same time. After the student confirms his/her signature, he/she will exit the examination venue. The student's exam score for this subject is calculated as zero.

Article 44: If the examinee who violates the discipline and cheats has a bad attitude and refuses to sign, the two invigilators shall sign the Record of Discipline Violation in the Examination Venue of Shanghai University of Medicine&Health Sciences, and inform him to cancel his right of appeal and directly identify the cheating.

Article 45: The identification, recording, and on-site management of exam violations and cheating behaviors shall be the responsibility of invigilators.

Article 46: In case of any violation of discipline or cheating in the examination, the evidence materials, test papers, answers, and the Record Form of Violation of Discipline in the Examination Venue of Shanghai University of Medicine&Health Sciences for students who violate discipline or cheat in the examination shall be sent by the examination supervisor to the examination organization school (department or center) after the examination is over, and the school shall submit them to the Academic Affairs Office within 5 working days after the school checks the facts. After verifying the facts, the Academic Affairs Office shall provide feedback to the student's college within 5 working days, and the college shall submit it to the Student Affairs Office for processing in accordance with relevant regulations.

Article 47: If students engage in the behaviors listed in Articles 40 and 41 and need to be effectively stopped or verified, they may report to the Student Affairs Office or the Security Office for handling according to the circumstances.

Chapter 7 Score Management

Article 48: After the review of test paper scores is completed,

the course instructor is responsible for logging the scores into the academic system within the time specified by the academic affairs office. After entering the grades into the system, students can search online.

Article 49: Students shall participate in the examination on time according to the examination schedule formulated by the Academic Affairs Office and the college (department, center). Unauthorized absence from exams shall be punished as absenteeism. Anyone who misses the exam, violates the rules during the exam, or cheats will have a zero score in the course assessment. Those who violate or cheat in exams will be subject to disciplinary action by the school based on the severity of their violation or cheating.

Article 50: If a student's cumulative absence from class during a semester reaches one-third of the planned semester hours or if they fail to submit homework for no reason, they shall not participate in the assessment of the course, and their score shall be calculated as zero. They must participate in the retake.

Article 51: Grades obtained through make-up exams or retakes shall be marked in the academic transcript.

Article 52: Once the grades are entered and submitted, they generally cannot be modified. If the transcript and related data need to be modified due to the negligence of the teacher in the process of marking, grading, registering scores, etc., relevant assessment materials such as test papers and answer sheets must be attached, and a grade change application must be submitted. After being reviewed by the teaching unit and approved by the academic affairs office, the grades can be changed. At the same time, submit the paper version of the revised grades to the college (department, center) for archiving.

Chapter 8 Emergency Response to Examination Emergencies

Article 53: Each college (department, center) shall prepare

contingency plans for various unexpected events during the examination period, formulate implementation rules, strengthen training and drills, and ensure that contingency plan training is in place. Before the exam, it is necessary to carefully sort out each link, do a good job of self-examination and investigation, and solve various hidden dangers and problems that affect the smooth progress of the exam in their infancy.

Article 54: If it is found during an exam that the subject of the test paper does not match the subject of the current exam, or that the number of test papers does not match the layout of the exam room, or that the test paper has missing pages, missing prints, duplicate images, damage, etc., the invigilator shall immediately report to the college (department, center) responsible for organizing the exam, obtain corresponding instructions, do a good job in comforting candidates and recording the situation, and at the same time extend the end time of the exam according to the actual situation.

Article 55: If any online examination equipment or network malfunction is found during an examination, the invigilator shall immediately report to the college (department, center) responsible for organizing the examination, and request the Academic Affairs Office to confirm whether the examination will be postponed or the qualification of the batch of students for the examination will be retained, and another time will be arranged for the examination of the subject; Supervisors should do a good job in comforting candidates and keeping records of the situation.

Article 56: In the event of a sudden power outage at a test center during an exam, the invigilator shall ensure the comfort of the candidates and keep records of the situation. If the power outage does not affect the candidates' exam, the exam should proceed normally. If the power outage affects the candidates' exam, the backup power supply should be immediately activated to ensure the normal progress of the exam. If there is a large-scale power outage in the region, the college (department, center) responsible for organizing the exam should promptly seek

approval from the academic affairs office, confirm the time for restoring power supply, and confirm whether the exam will be postponed or retain the qualification of the batch of students for the exam, and arrange another time to hold the exam for the subject.

Article 57: When other unpredictable general or major events occur, necessary measures should be taken to minimize the negative impact of adverse factors.

Chapter 9 Supplementary Provisions

Article 58 These regulations shall be implemented as of the date of promulgation, and the original Regulations on Examination Management of Shanghai University of Medicine & Health Sciences (Administration department, SUMHS [2019] No. 11) shall be repealed.

Article 59: The interpretation of these regulations shall be the responsibility of the Academic Affairs Office.

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