

Sendelta International Academy Policy on Examination

新哲文院考试纪律

All SIA students are advised to adhere to the following guidelines for taking exams. Failure to comply will result in serious and highly damaging effects to your academic record.

所有新哲文院（以下简称文院）学生需遵守此考试纪律，如有违反，将对学生学术记录造成严重影响。

Before the Exam

考前须知

1. Students shall be asked to sign a letter of acknowledgment which they promise to strictly follow one day before the first day of midterm and final examination period.
所有学生需在期中/期末考试前一天签署确认函，保证严格遵守考试纪律。
2. All items required for the examination should be prepared by students in advance. If certain items allowed for use during the exam are broken or not working (for example, calculators or dictionaries) during the examination, students are not allowed to ask the proctors for help and must complete the test without them.
考试所需的所有辅助工具应由学生事先自行准备。如果考试期间被允许使用的某些辅助工具被损坏或在考试期间突然失灵，无法使用（例如计算器或词典），不允许学生向监考人员寻求帮助，学生必须在没有辅助工具的情况下完成考试。
3. Arrive at the exam rooms 10 minutes before the exam.
学生需提前 10 分钟到达指定考场。
4. Be seated according to the seating arrangement.
学生需按序号就座，不得随意调换位置。
5. Remove all items not allowed for the exam (especially: mobile phones, electronic dictionaries / translators, smart watches, wireless headsets, iPads, schoolbags, etc.)
考试不允许携带的所有物品（尤其是：手机，电子词典/翻译器，智能手表，无线耳机，iPad，书包等），都需要放置在考场外。
6. Place the campus card on the on the right top corner of the desk.
学生需将校卡摆放在课桌右上角。

During the Exam

考试期间须知

7. Students who show up late for their exams will not be given extra time to complete their tests. They will have only the balance of time remaining when they arrive. Their final exam score will not be adjusted to accommodate for poor performance due to tardiness.

考试迟到的学生不会有额外的时间完成考试，需按时交卷。由于迟到所造成的影响，需学生自行承担，书院不会因此对他们的最终考试分数进行调整。

8. Students who arrive more than 15 minutes late will not be allowed to enter the room. They will automatically fail the exam.

考试迟到15分钟以上的学生，禁止进入考场，且该科目卷面分自动计为 0 分。

9. There will be a zero tolerance policy toward cheating on exams. Any student that is caught cheating during an exam will automatically receive a score of 0 for that exam and be ineligible for a makeup. Discipline action may be imposed upon receiving report from the proctor.

书院对考试作弊采取零容忍政策。在考试中作弊的学生科目卷面分将自动计为 0 分，且无补考机会。学校在收到监考人报告后可能会对作弊的学生施行纪律处分。

The following behavior will be considered cheating:

以下行为将被视为作弊：

- Touching or placing anywhere near their test paper a mobile phone, iPod, iPad or any other electronic devices not permitted to use during the test;
- 将手机、电子词典/翻译器、智能手表、无线耳机、iPad、书包等物品放置在课桌附近或者接触这些物品的行为；
- Using a cheat sheet or unauthorized notes;
- 携带小抄或未经批准的笔记；
- Attempting to view/copy another student's answers;
- 试图偷看或抄袭其他同学的答案的行为；
- Answer the questions before the test begins or after the test over;
- 在考试开始前提前作答或在考试结束后继续作答；
- Any other behavior obviously designed to cheat;
- 任何试图作弊的行为；
- The exam paper is identified as identical in the marking process.
- 在评卷过程中被认定为雷同卷的情况。

10. Students can use the restroom one at a time (regardless of gender). No student leaves until the last one has returned. All students should sign out and sign in before and after bathroom use. Students may take nothing but tissue paper with them to the restroom.

学生可以使用洗手间，但每次只能批准 1 人(不分性别)。前一个学生回到教室后，后一个学生才能获批使用洗手间。所有学生在离开考场前后都要向监考人员报告，且只能带纸巾离开考场。

11. Students can hand in their papers IF it is within the final 30 minutes of the exam. They should collect their things quietly and leave the room immediately after. No student will be allowed to leave the exam room in the last ten minutes of the exam.

在考试的最后30分钟内，学生可以交卷。所有交卷的学生需安静地收拾东西，马上离开考场。在考试的最后 10 分钟内，任何学生不得离开考场。

12. Re-entering the exam room or taking back their papers once handed in is not allowed.

交卷后，考生不得再次进入考场。

At the End of the Exam

考后须知：

13. Once the time is up, students should stop writing and put down their pencils/pens. Any students who don't stop writing should be recorded as cheating. Any late submitted papers should be marked “late submissions” on the answer sheets. Late submission papers will be deducted 20 points from their final score.

考试时间结束时学生应停止书写并放下铅笔/笔。任何不停止写作的学生都应被记录为作弊行为。对于任何迟交的试卷，监考人员应在其答题纸上标记为“迟交”，并从该科目卷面分中扣除 20 分。

14. Students should remain in their seats and be quiet after the exam.

考生需安静地待在原座位。

15. Students should not leave the room until the proctor instructs them to.

在监考人员提示可以离开考场后，学生方能离开。

Reconsideration of results:

成绩复议：

If a student disagrees with their exam score, they may make a request for their teacher or the department head to re-score their paper.

如果学生对考试成绩有异议，可以向任课老师或学科组长申请复核。