Sendelta International Academy Exam Proctor Instructions新哲文院考试须知-监考老师

监考老师须阅读《新哲文院考试须知-监考老师》以及《新哲文院考试纪律》，了解考试流程。

Please read *Sendelta International Academy Exam Proctor Instructions* and *Sendelta International Academy Policy on Examination* before the exam.

Before the Exam

At least 2 days before the exam period: 至少在考试周前两天：	Proctors should read the exam arrangement/schedule to get the information about the exam room, exam duration, exam tools, etc. 监考老师需阅读考试安排表，获取所监考科目的相关信息，例如考场、考试时长、考试工具等。
15 minutes before the exam: 考前15分钟：	Proctors should collect the exam papers from C-307. 监考老师需从C-307办公室领取试卷。
10 minutes before the exam: 考前10分钟：	Proctors should arrive at the exam rooms. Instruct candidates to put their candidates' campus card on the right top corner of their tables. Establish the identity of all candidates sitting exams by checking their campus card and finish the identity 15 minutes after the exam starts. 监考老师需到达考场，并指导考生将自己的校卡放置在桌面右上角，开始检查所有考生的校园卡确认其身份，并在考试开始15分钟后完成身份确认。
5 minutes before the exam: 考前5分钟：	Proctors should play the audio for candidates to remind them of the exam rules. All items not permitted for use should be placed out of the exam room (electronics should be **switched off).** 监考老师需播放一段关于考前提醒的音频。 所有未经允许携带的物品都需放置在考场外（电子设备需关闭电源）。
3 minutes before the exam: 考前3分钟：	Proctors should release all the exam materials(exam paper, answer sheet, draft paper, formula table, etc.) to candidates. 监考老师需开始发放所有考试材料（考卷、答题卡、草稿纸、公式表等）给每一位考生。
Exam starts: 考试开始：	Proctors should announce clearly to the candidates when they may begin to write their answers. 'Exam starts, you can start answering the exam paper'. 监考老师需明确告知考生可以开始答卷的时间。"考试开始，各位考生可以开始答题"。

During the Exam

(If proctors need any help during the exam, please contact inspector or report it immediately in working group (Teams/Dingtalk).**)**

(监考人员在考试过程中如有任何需要，请与巡考老师联系或立即在工作群组中(Teams/钉钉)报告情况。)

 1. Proctors should check the candidates' campus card. If it is not the same as the seating arrangement,

ask the candidates to sit by the correct number immediately.

监考老师应检查考生的校园卡。如果他们与座位安排不一致，请提醒考生立即按正确的座位编号就座。

2. Proctors should continuously walk around the room and pay attention to whether or not there is cheating.

监考老师应当在考场中不断巡视，检查是否有任何作弊行为。

3. Proctors **should not** use their phones (other than for recording evidence of cheating or checking the message from working groups) or laptops, sleep, read, or work on anything besides monitoring candidate behavior and activity.

监考老师除了关注考生的行为和动向外，不能使用手机(记录作弊证据或查看工作小组的信息时除外)或笔记本电脑，也不能睡觉、阅读书报或做任何与监考无关的其他事情。

4. Fill in the record forms before the exam ends.

在考试结束前认真填写监考记录表。

5. **Verbally** remind candidates of the remaining time for the exam:

Proctors should remind candidates at 15 minutes before the end of the test.

监考老师需在考试结束前15分钟**口头提醒**考生考试剩余时间。

6.Candidates can submit the exam paper during the last 30 minutes of the exam but cannot leave the classroom within the final 10 minutes.

考生可以在考试的最后30分钟内提交试卷，但在最后10分钟内不能离开考场。

At the End of the Exam

1. Once time is up no candidate should be permitted to leave the room until all of the following steps have been completed. Dismiss all remaining candidates at the same time.

    考试结束时，监考老师应指导考生完成以下所有步骤后，再解散所有剩余考生。

2. Instruct candidates to stop writing and to put down their pencils/pens.

    - Any candidates who don't stop writing should be recorded as cheating
    - Any late submitted papers should be marked "late submissions" on the answer sheets

    考试结束时，监考老师应要求考生停止作答，放下手中的笔。

    任何继续作答的考生将被记录为作弊，任何迟交的考生的试卷上将被标记为"late submissions"。

3. Collect all exam materials(exam paper, answer sheet, draft paper, formula table, etc.) released at the beginning.

    考试结束，监考老师应当将考试开始时发放的所有考试材料（试卷、答题卡、草稿纸、公式表等）全部收齐。

4. Separately count the number of question papers and answer sheets. The number of question papers and answer sheets collected should equal the number of candidates present plus those who have left early.

    监考老师应分别统计试卷和答题卡的数量。考卷和答题卡的数量应与所有正常参加考试的学生人数一致。

5. After you've accounted for all the papers you should have, you may dismiss all candidates. No one leaves the room until every paper and answer sheet is accounted for.

    在监考老师清点完所有应回收的考试材料后，可以解散剩余考生。在完成清点前，任何人不得离开教室。

After the Exam

Return all exam materials(exam paper, answer sheet, draft paper, formula table, etc.) to Room C-307.

考试结束请监考老师将所有回收的考试材料（试卷、答题卡、草稿纸、公式表等）交回C-307办公室。

Contingencies

突发状况处理建议

IF	THEN
There are problems with exam papers (bad printing, typos, etc.) 试卷存在一些问题(打印错误、拼写错误等)。	Report it to the AAO immediately via Teams/Dingtalk in working group and @ **Lulu**. They will contact the subject teacher(s) to provide an answer. Until an answer is received, instruct candidates to continue working on another section of the test. 请您立即通过工作组的Teams/钉钉@ Lulu告知AAO。他们将联系该科目的老师解决问题。在收到答复之前，请告知考生先作答考试的其他部分。
candidates arrive late less than 15 minutes late 考生迟到15分钟以内	Please allow them to enter the room. 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. 请允许考生进入考场。 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。
candidates arrive more than 15 minutes late(including 15 minutes) 考生迟到15分钟或以上	Do not allow them to enter the room. They will automatically fail the exam. 请禁止考生进入考场。他们的考试会自动记为0分。
candidates ask to use the restroom 考生申请使用洗手间	Permit them to use the restroom one at a time (regardless of gender). No candidate leaves until the last one has returned. Candidates may take nothing but tissue paper with them to the restroom and be accompanied by the inspector. Hold their exam paper and answer sheet until they return. 允许考生使用洗手间，但是一次仅允许一个人前往洗手间(不论性别)。在前一位考生回来之前，任何考生都不能离开。 考生前往洗手间时只能带纸巾且由巡考老师陪同。 若考生前往洗手间，请监考老师负责看护他们的试卷和答题纸直至他们返回考场。
candidates finish the exam early 考生申请提前交卷	Allow them to 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. Please check that the candidate has written their names on their answer sheets. Do not permit them to reenter the room. Do not permit them to take back their papers once handed in. Mark "EARLY" on the top right corner of their answer sheet and record the time they left. 允许考生在考试的最后30分钟内交卷。交卷后考生应该安静地收拾好

	自己的东西，立刻离开考场。
	请监考老师检查考生是否在试卷上填好了姓名信息。
	交卷后，不允许考生再次进入考场，也不允许考生再次拿回自己的试卷。
	同时，请监考老师在考生答题卡的右上角标记"EARLY"，并记录他们离开的时间。
CHEATING作弊行为 1.Touching or placing anywhere near their test paper a mobile phone, iPod, iPad or any other electrical devices not permitted to use on the test 2.Using a cheat sheet or unauthorized notes; 3.Attempting to view/copy another candidate's answers; 4.Answer the questions before the test begins or after the test is over; 5.Or any other behavior obviously designed to cheat; 6.The exam paper is identified as identical in the marking process. 1.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； 2.携带小抄或未经批准的笔记； 3.试图偷看或抄袭其他同学的答案的行为； 4.在考试开始前提前作答或在考试结束后继续作答； 5.任何试图作弊的行为； 6.在评卷过程中被认定为雷同卷的情况。	1.Immediately stop the cheating (quietly, without disturbing other candidates) 2.Confiscate all illicit items* 3.Collect their test papers and answer sheets 4.Expel the candidate from the room, send them directly to the inspector. 5.Send a Teams/Dingtalk message notifying **Lulu** of the pertinent details and record it on the form. 6.After the exam finishes, surrender all confiscated items to **Lulu** along with the completed exams 1.立即制止考生的作弊行为（尽量保持安静，避免影响其他考生） 2.没收所有违规物品 3.收回考生的试卷和答题卡。 4.请考生离开考场，将考生交给巡考老师。 5.通过Teams/钉钉群组将此信息通知Lulu并告知相关细节，也请将其记录在表格上。 6.考试结束后，请将所有没收的物品连同考卷一起交给Lulu。
*Confiscated items will be returned to the candidate AFTER the last exam. 被没收物品将在最后一场考试结束后归还给考生。	