附件2/Attachment 2

**线上考场纪律**

**Online Exam Rules and Regulations**

1. 学生必须按照教学计划的要求，按时参加有关课程的考试，不得擅自缺考。凡参加考试不交卷或无故不参加考试者，课程成绩以“缺考”记录，不得参加正常补考。

Students shall attend course exams according to program requirements. Those who do not hand in answer sheets or be absent from exams without permission shall be records as “Absence” and cannot take regular make-up exams.

2. 考生参加考试应随身携带护照或学生卡并向监考人员出示护照。

Passport/student ID card shall be taken to the exam and be showed to the invigilator.

3. 对于开卷考试中考生可携带的物品，由课程主考教师决定。学生须按要求携带相关物品参加考试。

Permissible things in open-book exams shall be determined by the course examining invigilator. All students shall only bring permissible things.

4. 考生应提前半小时调试电脑、手机或其他必备的设备。考试开始15分钟后，仍没有参加考试或未完成设备调试，课程成绩以“缺考”记录。考生必须在开考30分钟后方可交卷离场。

Students shall test the computer, mobile phone or other necessary equipment 30 mins before the exam. Students who are late for exam over 15 minutes after commencement of the exam shall be recorded as “Absence”. Students not permitted to hand in the exam paper until 30 minutes after the start of the exam.

5.考生在答卷前应先将姓名、班级、学号等填写在规定的地方，无姓名答卷作废卷处理。

Students ‘name, class, student ID and other information shall be filled into its place. Answer sheets without name will be taken as invalid.

6. 考生对试题有疑难时，不得向监考人员询问，但如遇试题分发错误、漏印和字迹模糊等不涉及试题内容问题，可举手询问。

Students are not allowed to ask the invigilator about any questions in the examination paper. But students are allowed to ask the invigilator for help about any problems unrelated with exam questions such as receiving wrong paper, misprint and illegible print.

7. 考生在考试期间必须保持肃静，服从监考人员的管理。监考教师有权根据考场情况提出组织好考试的要求，考生必须服从。凡不听从监考人员管理者，以违反考场纪律论处。

Silence shall be kept during the exam. Students shall follow the instructions conducted by the invigilator. The invigilator has the right to put requirements on arranging the whole exam based on the exam situations and students shall accept the arrangements. Those who defy the above instructions and arrangements shall be taken as violating exam rules and regulations.

8. 考生应在指定时间内完成考试。答案电子版必须在考试结束5分钟内发送至指定电子邮箱。

Students shall finish the exam within the allotted time. The electronic copy of the paper shall be sent to the appointed email address within 5 mins after the exam.

9. 考试结束后，学生不得直接找教师查卷、查分，不得要求教师提高分数。如成绩确实存在疑问，学生可通过辅导员向相关教研室提出质疑，并按照学生查询试卷流程办理。

After the exam, students are not allowed to check the answer sheets or exam results from the teacher without permission. Requirements about asking teacher to raise grades after the exam are not allowed. Students can apply to the teaching and research office through counselor for paper checking if there are indeed some problems with the exam results. Paper checking must be implemented according to regulated process.

10. 考生参加考试，必须严肃认真，独立完成，严格遵守考场纪律，不允许有任何方式的违纪和作弊行为。有违纪和作弊行为者，该门课程以零分记入学籍档案，不得参加正常补考，并视情节轻重依据学校有关规定，给予相应的纪律处分。

Students shall complete the exam personally and take it seriously. Violation of rules and regulations and cheating on exams are not allowed. Those who violate rules and regulations and cheat on exams shall fail the exam and have negative records in the student’s archives. Based on the condition, violators shall be subject to disciplinary punishment according to regulations of China Pharmaceutical University.