

Measures of University of Chinese Academy of Sciences for Organization of Graduate Student Course Examination

Article 1 In order to ensure the smooth progress of the graduate student course examination of University of Chinese Academy of Sciences and to test the ability of candidates to think and solve problems independently, these Measures are hereby formulated.

Article 2 The course examination can be conducted by classroom examination or other means to ensure that students can complete it independently. Candidates should complete the course examination independently in the form of course dissertations or open books, and plagiarism and fraud are strictly prohibited. In case of any violation, the candidates will be treated as a violation of discipline in the course examination.

Article 3 Classroom examinations can be conducted at designated times and examination rooms in the form of closed-book, open-book and oral examinations. In the classroom closed-book and open-book examinations, special answer sheets and draft papers are used.

Article 4 In the classroom examination, invigilators are set up according to the number of candidates. For classroom closed-book and classroom open-book examinations, one examiner and one or more assistant examiners must be set up according to the examination room, and the examiner must be a teacher or a teaching administrator. All faculty and staff are obligated to invigilate classroom examinations.

Article 5 The examination management of all compulsory public courses is coordinated and arranged by the Academic Affairs Department. The graded examinations for degree English, discipline English, and new student entrance English are organized and arranged by the Department of Foreign Languages in collaboration

with the Academic Affairs Department. The Department of Foreign Languages is responsible for the management of examination papers, the allocation of examination rooms and the convening of examination meetings. The Academic Affairs Department will coordinate and allocate teaching staff to participate in invigilation based on the number of candidates, examination rooms, and full-time faculty. The Academic Affairs Department is responsible for the patrol of the above-mentioned examinations.

Article 6 The examination of specialized courses and public elective courses set by the department shall be organized by the department in accordance with these Measures, and the teachers of the department shall be arranged to conduct the examination tour. The Academic Affairs Department conducts spot checks on examinations organized by departments.

Article 7 The department setting the course shall be responsible for the setting of questions and the printing, receiving, dispatching and keeping of the examination papers, and shall strictly prevent the leakage of secrets; and the person in charge of the teaching and research office or the person in charge of the department shall review the examination papers.

Article 8 The department setting the course shall determine the schedule of the course examination one week before the examination, check the list of candidates, and be responsible for arranging the invigilators. If there are no more than 30 candidates in the examination room, two invigilators shall be arranged. If there are more than 30 candidates in the examination room, the number of invigilators shall be increased appropriately.

Article 9 The invigilator must collect the examination materials in advance and arrive at the examination room 10 minutes before the start of the examination. Before the start of the examination, the invigilator should check the valid certificates of the examinee, including the graduate student certificate or ID card; read out the *Discipline of the Examination Room of University of Chinese Academy of Sciences*,

instruct the examinee to store the irrelevant items brought into the examination room in the designated place; count the number of people according to the examinee's list, remind the examinee to write his name and student number on the answer sheet; and announce the start and end time of the examination.

Article 10 In the course of the examination, the invigilators should conscientiously perform their duties, not do anything unrelated to the invigilation, and not leave the examination halfway. In case of any violation or cheating, the invigilator shall give a warning or immediately disqualify him from the examination, depending on the seriousness of the case. For the candidates who are disqualified from the examination, their examination papers shall be confiscated, and the words "cheating" shall be marked on the examination papers, and the invigilation record form shall be filled in truthfully. For those who cheat on the examination, the course score will be zero.

Article 11 Ten minutes before the end of the examination, the invigilator should remind the examinee to prepare for the collection of the examination papers. At the end of the examination, the examiner is responsible for controlling the order of the examination room, and the assistant examiner is responsible for collecting the examination papers and counting the answers. After the invigilator carefully fills in and signs the *Invigilation Record*, the examiner announces the end of the examination.

Article 12 The invigilator shall submit the answer sheet to the lecturer or the department where the course is set, and the *Invigilator Record* shall be submitted to the department where the course is offered for filing.

Article 13 In case of violation of rules and regulations in the examination room, the department offering the course shall immediately submit the *Invigilation Record* and related materials with disciplinary records to the Academic Affairs Department. The Academic Affairs Department shall promptly report to the Students' Affairs Department in accordance with the procedures, and the Students' Affairs Department,

in conjunction with relevant departments, shall handle disciplinary violations against candidates in accordance with relevant regulations.

Article 14 After the examination, the Academic Affairs Department will provide feedback to the relevant departments on the situation of invigilators not fulfilling their invigilation duties seriously discovered during the inspection process, in order to assess the public service work of teachers in the departments.

Article 15 These Measures are applicable to the graduate student course examination of the Beijing centralized teaching campus of University of Chinese Academy of Sciences. The examination of graduate student courses organized by research institutes, institutes, stations, centers and other units at the institute level shall be carried out with reference to these Measures.

Article 16 These Measures shall be interpreted by the Academic Affairs Department and shall come into effect from the date of issuance. The original *Measures of University of Chinese Academy of Sciences for Organization of Graduate Student Course Examination* (YFJ ZI [2007] No. 201) shall be repealed simultaneously.