

## Fall, 2024

# Guideline for Handling Cheating during Final Exams for General Education, Teacher Certification, and General Elective Courses

This notice outlines the policies for dealing with cheating during the final exams of the second semester of the 2024 academic year for general education, teacher certification, and general elective courses. The handling of cheating will be carried out strictly in accordance with school regulations and policies. Students are urged to take special care to prevent any incidents of cheating.

### 1. Standards for Handling Cheating: Article 11-2 of the Academic Regulations (Punishment for Exam Cheating)

- Proxy Exams: Both the person who arranged for the proxy and the person who took the exam on behalf of another will have all their subjects for the semester invalidated and will be subject to indefinite suspension.
- Other Forms of Cheating: The student will fail the subject in question, and an additional 6 credits of subsequent exam subjects will also be invalidated. (If the subsequent subjects amount to less than 6 credits, the penalty will retroactively apply to preceding subjects to make up the 6 credits.)

### 2. Types of Cheating

- Arranging for or taking a proxy exam: Soliciting someone to take an exam on your behalf or taking an exam for someone else.
- Possession of electronic devices (smartphones, smartwatches, laptops, Bluetooth earphones, etc.) without turning them off.
- Using advanced equipment (using smartphone apps, taking photos with a camera, recording audio).
- Looking at or showing another student's answer sheet.
- Viewing or attempting to view exam-related materials such as textbooks or notes.
- Checking a smartphone (electronic device) during the exam.
- Continuing to write on the answer sheet after the exam has ended.
- Sharing exam questions after the exam has ended.
- Attempting to view study materials or sharing answers during a computer-based exam.
- Distracting the proctor's attention.
- Failure to follow the proctor's instructions or confirm identity during the exam.
- Other similar acts of cheating.

### 3. Procedures for Handling Cheating

Confirmation of cheating (testimonies, evidence, etc.) → Punishment by the Dean of the College → Report to the President

### 4. Examples of Punishments for Cheating

- ▶ Proxy Exam: For students in the ○○○ Department who arranged for or took a proxy exam for a Calculus subject, all subjects for the semester were invalidated, **and they were suspended indefinitely for 30 days.**
- ▶ Proxy Exam: For students who solicited a proxy exam from a student at another ○○○ university, the incident was reported to the respective university, **and punishments were administered according to their regulations.**
- ▶ Copying from a Note: For students in the ○○○ Department who copied from a note during a Computer Science subject exam, **the subject in question and an additional 6 credits were marked as F.**
- ▶ Writing on Palm: For students in the ○○○ Department who wrote on their palm and copied during a Calculus subject exam, **the subject in question and an additional 6 credits were marked as F.**

### 5. Reporting Cheating: Course Instructor

- The identity of the reporter will be kept confidential. The details of the cheating incident should be documented and submitted.

Attachment: Cheating Confirmation Form (1 copy).

2024, 11, 26.

Dean of Chunma College of General Studies

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※ Exams are an important process for fairly evaluating individual effort and performance. Please participate in creating a fair evaluation environment.

