

EXAM DISCIPLINARY POLICY AND DEDUCTION GUIDELINES



(Last Updated: June 26, 2024)

Introduction

This is an online exam monitored through a webcam and screen recording. The following policy outlines the guidelines and consequences for exam conduct to ensure fairness and integrity.

Exam Environment

- **Independent and Quiet Room:** All candidates must take the exam in a separate, quiet room without any disturbances.
- **Full-Screen Exam Interface:** Candidates must keep the exam interface in full-screen mode throughout the exam.
- **Webcam Visibility:** Candidates' heads must remain visible within the webcam's view at all times during the exam.

Monitoring and Violations

After the exam, any anomalies flagged by the system will undergo a manual review of the webcam and screen recordings. Violations of exam rules will result in penalties as follows:

1. Minor Violations (5-point deduction):

- Failure to enter the exam during the specified admission window due to personal reasons.

2. Level One Violations (10-point deduction):

- Failure to activate webcam or maintain face visibility during the exam.
- Failure to keep the exam interface fullscreen during the exam.
- Use of translation tools or plugins during the exam.

3. Level Two Violations (15-point deduction):

- Accessing reference materials during the exam.
- Communicating or discussing with others during the exam.
- Multiple individuals congregating during the exam.

4. Serious Violations (Exam score cancellation):

- The person taking the exam is not the one registered.
- Cheating by exploiting time zone differences or aiding others in cheating.
- Deliberately leaking or disseminating exam questions.

5. Other Violations:

For violations not explicitly mentioned above, penalties will be determined based on the severity of the offense, referencing the four levels of violations outlined in this policy.

Conclusion

This policy aims to uphold the integrity and fairness of the exam process. Candidates are expected to adhere strictly to these guidelines to maintain the credibility and validity of their exam results.