

# Tamkang University **Fall 2023**

## The Undergraduate Examination Schedule and Information

### I. Important Measures:

In order to promote digital transformation, net zero carbon emissions policy, autonomous learning, and diverse assessments, the following important measures will be implemented from the 112th academic year:

- (1) For the first semester of the 112th academic year, the mid-term exam suspension and unified scheduling will be cancelled.
- (2) For the first semester of the 112th academic year, the final exam suspension and unified scheduling will be maintained.
- (3) From the second semester of the 112th academic year, the suspension and unified scheduling for mid-term and final exams will be cancelled. During the mid-term exam week, graduation exam week, and final exam week, instructors are asked to conduct classes, arrange exams, or implement other assessment methods.
- (4) For the first semester of the 112th academic year, the 18th week will be a flexible teaching week for teachers. Instructors can flexibly arrange teaching methods such as classes, exams, oral exams, off-campus teaching, project-based learning, remedial teaching, etc., but no holidays are allowed.

### II. Examination Schedule:

Items	Date	Notes
Week 9 Midterm Exam and Make-up Exam (Diverse Assessment)	Midterm Exam: Nov 6 ~ 12, 2023(Monday ~ Sunday)	<ol style="list-style-type: none"> <li>1.The mid-term exam suspension and unified scheduling are cancelled. Teachers will arrange assessments or classes during class time and in the classroom. If there is an exam, the relevant exam regulations will be handled according to the teacher's rules.</li> <li>2.When there is no suspension for unified scheduling, all courses in the school will continue as usual or assessments will be held (including internships, experiments, physical education, military nursing courses).</li> <li>3.For mid-term exams, if a student's leave is approved, the make-up exam will be conducted by the teacher of the course.</li> </ol>
Week 17 Final Exam and Make-up Exam	Final Exam: Jan 2 ~ 8,2024(Tuesday ~ Monday)	<ol style="list-style-type: none"> <li>1. Exam timetable inquiry is accessible at School Administration System since Dec 22, 2023(Friday), 2:00 PM.</li> <li>2. The make-up exam for the final examination, approved due to a student's leave of absence, is conducted by the course instructor.</li> </ol>
Week 18 Flexible Teaching Week	Jan 9 ~ 14,2024(Tuesday ~ Sunday))	<ol style="list-style-type: none"> <li>1. Instructors can arrange classes, exams, oral exams, off-campus teaching, project-based learning, remedial teaching, and other teaching methods according to the course plan, but no holidays are allowed.</li> <li>2. For courses where the instructor has not applied for unified scheduling in the 17th week, the instructor can arrange for the final exam in the 18th week.</li> </ol>

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**III. Examination Related Precautions :**

1. It is necessary to bring your student ID (or ID card, health insurance card, driver's license) for the exam. If you lose your student ID, please bring 2 photos to the Registration Group of the Academic Affairs Office (Administrative Building A212) to apply for a replacement before the exam.
2. If you do not bring your student ID (or ID card, health insurance card, driver's license) for the exam, please go to the Registration Group in advance to apply for a temporary student ID to avoid delaying the exam entry time.
3. Please be sure to read and comply with the examination room rules. Do not violate the rules or cheat during the exam. Once discovered, it will be dealt with according to the examination room rules.
4. The time of regular class sessions is different from the time of the unified scheduling of final exams.

Please refer to the following comparison table:

Course	Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Time	08:10 § 09:00	09:10 § 10:00	10:10 § 11:00	11:10 § 12:00	12:10 § 13:00	13:10 § 14:00	14:10 § 15:00	15:10 § 16:00	16:10 § 17:00	17:10 § 18:00	18:10 § 19:00	19:10 § 20:00	20:10 § 21:00	21:10 § 22:00
Exam	Period	一	二	三	四	五	六	七							
	Time	08:15 Preparation Bell 08:20 § 09:50	10:15 Preparation Bell 10:20 § 11:50	12:15 Preparation Bell 12:20 § 13:50	14:15 Preparation Bell 14:20 § 15:50	16:15 Preparation Bell 16:20 § 17:50	18:15 Preparation Bell 18:20 § 19:50	20:15 Preparation Bell 20:20 § 21:50							

※Except for the unified exams where the examination bell rings, the bell for all other exams remains the same as during regular class times.

**IV. Precautions for the unified final exam subjects of the daytime university system in the 112(1) semester:**

1. One week before the final exam, the exam schedule will be emailed to students' school-level mailboxes (o365 account): 9-digit student number@o365.tku.edu.tw, for example: 412000123@o365.tku.edu.tw; You can also check at the "School Administrative Information Inquiry System" website: <http://sinfo.ais.tku.edu.tw/emis/>.
2. After the exam preparation bell rings, you should enter the venue immediately and not linger outside the exam room; during the exam, silence should be maintained inside and outside the exam room. After handing in the paper, please do not make loud noises in the corridor to avoid affecting classmates who are still taking the exam.
3. For the final exam schedule, those with a \* after the exam seat number indicate a clash in exam times, which are concentrated in the Student Activity Center (R):
  - (1) The subjects with clashes should be taken in the order listed on the exam schedule.
  - (2) The duration of each exam is 90 minutes (or as per the rules of each subject). After one subject is finished, you can continue to the next one, or you can inform the invigilator that you want to take

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a break (not exceeding 30 minutes). During the break, you can review, eat lightly, and use the restroom.

- (3) You cannot leave the exam room during the break for clashes (there are toilets available in the venue). You can only leave after all the subjects with clashes have been completed (60 minutes after the original period). You cannot talk, use mobile phones or other items with communication, internet functions during the break or when using the restroom. Violators will receive zero points for that subject and will be referred to the Student Affairs Office for disciplinary action.
- (4) If there are oral exams, computer exams, picture broadcasts, etc. that need to be taken in the original classroom among the subjects with clashes, please go to the Curriculum Group to apply for late entry. When returning to the original classroom to take the exam, you should sit in the last vacant seat and sign. Please report to the teacher or invigilator before the exam. After the subject is completed, please ask the teacher or invigilator to accompany you back to the exam room for the clashed subjects.

**V. Exam Leave Procedure and Make-up Exam Related Matters:**

1. For midterm and final exam leaves, please follow the leave rules of the Student Affairs Office. After the leave is approved, students can print the leave form (teacher's copy) themselves, or go to the B418 Student Affairs Office Joint Service Center to apply for a paper receipt copy.
2. After the leave for midterm and final exams is approved, please apply for a make-up exam with the course teacher using the exam leave student leave form (teacher's copy or receipt copy). The time and method of the make-up exam are arranged by the course teacher.