

Management of the Course Assessment of Hunan Institute of Engineering (Amendment)

Academic Affairs Office No.55(2019)

Chapter I General Rules

Article 1 Course assessment is an important link in the teaching process, which is not only to determine the degree of students' mastery and application of knowledge. The test of ability is also the test of the teacher's teaching effect. In order to standardize teaching requirements, strengthen curriculum assessment management, improve curriculum assessment management system, maintain assessment order, prevent violations, improve handling procedures, promote the construction of teaching style and study style, and protect the legitimate rights and interests of students, in accordance with the Higher Education Law of the People's Republic of China, the Regulations on the Administration of Students in Ordinary Colleges and Universities of the Ministry of Education (Decree No. 41 of the Ministry of Education) and the Measures for the Treatment of Violations of National Education Examination (Decree No. 33 of the Ministry of Education) and other laws, administrative regulations and departmental rules, combined with the actual situation of our university, the regulations on course assessment management of Hunan Institute of Engineering are formulated.

Article 2 The scope of the course assessment includes the talents who are required to participate in the full-time regular and junior college students of HUST For the courses stipulated in the training plan (including general education basic courses, subject basic courses and professional courses) and all kinds of practical teaching links (experiment, practice, course design, graduation project (thesis), etc.), students will get corresponding scores through the assessment. If they pass the assessment results, they will get corresponding credits, and their scores and credits will be included in the student files.

Article 3 Types of course assessment are divided into two types: examination and examination. Examination courses focus on assessing students' mastery of knowledge The degree and the ability to use knowledge, the examination course focuses on the degree of students to understand knowledge and the ability to use knowledge. The determination of the examination and examination courses shall be subject to the provisions of the personnel training plan.

Article 4 The course assessment is divided into centralized assessment and process assessment. Centralized assessment focuses on students' learning. The effect of centralized assessment mainly refers to the centralized examination at the end of the term or after the end of the course; Process assessment focuses on students' learning process, including usual attendance, usual homework, classroom questions and answers (discussion), reading notes, investigation reports, usual tests, experiment reports, case analysis, literature review, experiment operation, technical skills demonstration and other content.

Article 5 Course assessment forms are divided into written test (open book, half open book, closed book), computer test, oral test and other forms.

Article 6 In principle, all examination courses need to carry out centralized assessment, which is generally carried out in the form of closed-book written test. According to the actual situation, open book written test, computer test and other forms.

Article 7 The assessment of examination courses (including all kinds of practical teaching links) should pay more attention to process assessment, and can also be rooted according to the actual situation to increase the written test, oral test, computer test and other centralized assessment links.

Article 8 Experimental courses of science and technology, physical education, art and other relevant courses may use experimental operation or technical skills. The examination shall be carried out in the form of demonstration, or in the form of combining the written test of the theory part with the experimental operation or technical skill demonstration of the skill part according to the actual situation.

Article 9 The examination course of the written examination time is 120 minutes, the examination course of the written examination time is 100 Minutes, oral examination time is generally not less than 10 minutes per person, the machine test assessment time depends on the course requirements.

Article 10 The courses specified in the talent training plan must be prepared in accordance with the requirements of the syllabus of the course assessment outline and standardize the course. The course assessment content, assessment type, assessment form, the teacher should inform the students of the course assessment form at the beginning of the course, such as the use of semi-open book form to make relevant provisions in advance, and in the assessment accompanied by the assessment of the relevant instructions, through the examination organization to inform the invigilator teacher.

Article 11 The assessment work of each link must be clear responsibilities, responsibility to the person, strict management. Participation in assessment The work performance of teachers, organizational managers and staff in all aspects of the work shall be included in the scope of individual and unit teaching assessment.

The second chapter is the organization and management of curriculum assessment

Article 12 The Teaching Affairs Office shall be responsible for the organization and management of curriculum assessment. The University shall set up a leading group for curriculum assessment. The school leader in charge of teaching shall be the group leader, the director of the Educational Affairs Department shall be the deputy group leader, and the members shall include the heads of the Academic Affairs Office, the Student Affairs Office, the publicity Department, the security Office, the Logistics Office, the network Information Center and other departments. The leading group is mainly responsible for the policy formulation of the school curriculum assessment work and the decision of major matters. Under the leading group is the Examination Office, which is located in the Examination Center of the Teaching Affairs Office. The Deputy director of the teaching Affairs Office is in charge of the examination work and also the director of the examination Office. It is responsible for organizing, coordinating and checking the assessment work of the whole school's courses and dealing with various problems arising in the course assessment.

Article 13 Each teaching institute (department, center) shall give full play to its main role in the course assessment management. Establish a working group for the course assessment of the Institute (department or center), carefully grasp all aspects of the assessment work, and fully implement the organization and management of the course assessment of the department. Including the course assessment arrangement, the examination of students' qualifications, the management of students' delayed examination procedures, the arrangement and training of invigilator s, the publicity of integrity reference, the whole meal of the examination style and discipline, the inspection of the examination room, the investigation and handling of the school with the assessment of disciplinary violations and cheating personnel, the organization of examination, summary and submission of results and other work.

Article 14 Each teaching and research office shall hold a special meeting to implement the person in charge of course assessment and organize the order of course assessment questions, examination, examination paper, examination paper review, score entry, examination paper analysis, examination paper archiving and other work.

Article 15 The centralized examination of examination courses shall be uniformly organized and implemented by the Teaching Affairs Office. The centralized assessment of examination courses shall be carried out In accordance with the provisions of the personnel training plan and the schedule of the final exam of the Academic Affairs Office. The examination of the examination courses is generally arranged in the last two weeks of each semester. The examination of the final examination courses that need to be advanced or delayed, and the examination of the examination courses that end the mid-term course shall be submitted by the college and submitted to the Academic Affairs Office for approval. And organize the examination according to the requirements of the final examination (" examination "referred to in this article and the following articles shall refer to" centralized examination "unless otherwise specified) .

Article 16 The assessment of the examination course shall be borne by the teaching task of the teaching institute (department, center) at the end of the course to arrange and organize the implementation, the centralized assessment courses arranged by the teaching institute (department and center) must notify the relevant colleges, classes and invigilators one week in advance, and submit the summary form of invigilation arrangement to the examination center of the Teaching Affairs Office one week in advance for the purpose of the Teaching Affairs Office Arrange personnel spot check and examination round.

Article 17 Experiment, all kinds of practice, course design, graduation project (thesis) and other practical teaching links The assessment shall be organized and implemented by each teaching school (department or center) according to the provisions of the corresponding teaching outline and assessment outline as well as the various practical teaching management measures and working regulations of Hunan Institute of Engineering.

Chapter III Process assessment qualification review

Article 18 Students' course assessment qualifications shall be examined by the course teachers and the teaching institutes (departments and centers) to which they belong. have under any of the following circumstances, the qualification for participating in the corresponding course will be cancelled and zero points will be counted and the make-up qualification will be cancelled:

- (1) Those who have not gone through the procedures of exemption and are absent from classes in total to one-third of the required class hours of the course or have three attendance Absent from classes without asking for leave for the first time;
- (2) Those who did not hand in more than one-third of the homework in the course or did not do the experiment of the course and failed to hand in the experiment report More than one-third of the course;
- (3) Those who have not registered before taking part in the assessment;
- (4) If the student's qualification for assessment is to be cancelled, the teacher of the first and second cases mentioned above shall apply one week before the course assessment. Fill in the "Hunan Institute of Engineering Student Course Assessment and Qualification Examination Form", and notify the school (department, center) of the student's name, student number, major class, course name and the reasons for the cancellation. The school (department, center) will review and confirm the course, and the teaching leader in charge of the school (department, center) will review and sign. Submit the "Hunan Institute of Engineering Student Course Assessment and Qualification Examination Form" to the Department of Student Status and Score Management of the Academic Affairs Office for record. In the third case, the college of the student shall fill in the Examination Form of Hunan Institute of Engineering Students' Course Assessment Qualification one week before the course assessment. After the examination and signature by the teaching leadership in charge of the school of Teaching (department and center), the course teacher shall be

notified of the name, student number, major class, course name and reason of the disqualified student. And submit "Hunan Institute of Engineering Student Course Assessment and Qualification Examination Form" to the Department of Student Status and Score Management of the Academic Affairs Office for record;

(5) For students who have been disqualified from the assessment, the teacher shall announce it in class and arrange the monitor Or the study commissars shall inform the students themselves in a timely manner.

Article 19 All qualified students shall bring their student ID cards and ID cards to the designated examination centers to take the examination. Those who do not have the two certificates cannot take part in the examination.

Chapter IV: Make-up examination, retake (make up)courses , delayed examination, suspended examination

Article 20 Those who fail in the course assessment and whose scores in the centralized assessment are above 30 points (inclusive) have not participated in the set. Those who have applied for the delayed examination may take the make-up examination at the beginning of the term of the course.

Article 21 Students whose scores in the centralized assessment of the course are less than 30 points, those who have missed the examination, and those who have applied for the delayed examination but have not participated in the make-up examination. The examinee, the examinee who failed to pass the make-up examination, or the examinee who was disqualified due to the circumstances listed in **Article 18 of Chapter III** of these Provisions, shall be given Given disciplinary action (including warning, serious warning, demerit and school probation) after education performance is better may apply for the lower grade of the course retake.

Article 22 Students who have not yet taken the required or elective courses of the new major after changing their major must apply for them Enroll in the course to take remedial courses. Course remediation is one of the forms of retaking, and its requirements and methods are the same as those of course retaking.

Article 23 If a student is unable to participate in the course assessment for any reason, he or she must go through the procedures for postponing the examination in accordance with the regulations, otherwise the examination will be revoked The examination shall be dealt with. Any student who fails to take the exam will receive zero marks in the course assessment and be disqualified from taking the make-up examination, and can only take the course again.

Article 24 Students fail to take part in practical teaching examinations such as experiment, practice, course design and graduation project. Students cannot apply for postponing the examination, but can only participate in retaking. Those who fail the retaking assessment will not be arranged for retaking, and can apply for retaking with the lower grade.

Article 25 Course make-up examination is arranged at the weekend of the first week of each semester, and course retaking (make-up) registration is open. It is arranged in the fourth week of each semester. In principle, students can only register for the courses offered by the professional talent training plan in the current semester.

Article 26 Students may not retake more than 20 credits per semester; Graduates after leaving the school shall be in the prescribed school years No more than 25 credits can be retaken per semester within two years after graduation.

Article 27 Students can choose the way of retaking (making up) according to the actual situation Study or participate in group classes set up by the school.

Article 28 In principle, the assessment of retaking (remedial) courses shall be carried out in conjunction with the assessment of the same course in lower grades. Do not test separately. However, fresh graduates in the last semester before graduation, when taking courses not offered in the major, can take the separate proposition group exam.

Article 29 Application for retaking (remedial) shall be filled in the Application for retaking (remedial) assessment of Hunan Institute of Engineering. The form shall be approved and signed by the Academic secretary of the College after the course name and the professional class, and the registration confirmation procedure shall be handled in the Student Status and Score Management Section of the Academic Affairs Office.

Article 30 Those who fail to pass the assessment of optional courses can change to other corresponding or similar optional courses to complete the provisions Credits.

Article 31 Scores of more than 75 points in make-up examination shall be recorded as 75 points, and scores of less than 75 points shall be recorded as actual; The score of the make-up examination shall be medium. Above is medium, below medium is real. The score of heavy (make up) is recorded as the actual test score.

Article 32 Students who retake (make up) must pay credit tuition in accordance with regulations.

Chapter V:Course Proposition

Article 33 The course proposition shall be subject to the responsibility system of the person in charge of the course and the review system of the director of the teaching and research section. The School of Teaching (department, center) is responsible for organizing and implementing all kinds of course proposition work, and each teaching and research office is based on the course. The scope and standard of proposition are discussed according to the requirements of the syllabus and assessment syllabus, and the person in charge of proposition is determined according to the major, course, assessment type and assessment form.

Article 34 The basic principles of assessment course proposition are as follows: meet the basic requirements of the teaching syllabus and assessment syllabus; No questions that go beyond the main program, stray questions or have no significance for assessment;

The meaning of the question is clear, the wording is accurate, and the correct answer to the question is generally conclusive.

Article 35 The principles of examination course proposition are as follows:

- (1) Based on the curriculum syllabus and assessment syllabus, the content of test questions should be scientific, and attention should be paid to assessment Students on the basic knowledge, basic theory, basic skills (" three basic ") to master the degree, but also pay attention to the assessment of students analysis, problem solving ability;
- (2) To the majority of students can be completed within the prescribed time as appropriate to reasonably determine the amount of questions, so that the questions. Allow the emphasis to be prominent, the distribution of test scores is reasonable;
- (3) According to the overall learning ability of students to determine the degree of difficulty;
- (4) The proposition of the open-book examination course should focus on the comprehensive application ability of students.

Article 36 Examination course paper proposition requirements:

- (1) The total score of the paper is 100 points;
- (2) the test questions are clearly described, the meaning of the question is clear, the word is accurate, the conditions are sufficient, the text is smooth and concise Yes, punctuation is correct, illustrations, formulas, tables are clear;
- (3) In the same set of papers, the same type of test questions to be written in the same format;
- (4) In the same set of papers, each question should be independent; There should be no prompt answer between the questions. The phenomenon of the case; The text of the topic and the description of the answer can not prompt each other; The content of the topic must not be repeated;
- (5) The types of questions should be arranged in the order from easy to difficult, and the answers to multiple choice questions should be arranged randomly;
- (6) The examination paper shall be arranged and produced according to the template of "Hunan Institute of Engineering Examination Paper".

Article 37 A unified standard answer (objective test questions), reference answer or reference answer shall be formulated for each set of test questions Key points of answers (subjective questions) and scoring standards. For questions with scores above 10 points, the grading criteria should be refined.

Article 38 For the examination course that has established the examination question bank or examination paper bank, the lecturer shall arrive at the teaching affairs at the prescribed time. Office to call test questions (papers). If it is necessary to supplement

and modify the test question (paper) library, it should be completed within the specified time.

Article 39 An examination course that does not establish an examination question bank or examination paper bank must produce two sets of examination papers (A, B paper, A, B paper question type, question amount, score distribution should be consistent. The duplicate content of A and B papers shall not exceed 30% of the total score, and the duplicate content of the paper of the same major in the previous year shall not exceed 30% of the total score.

Article 40 For an assessment course in which multiple teachers teach the same syllabus and assessment syllabus in the same semester. The person in charge of the course shall organize unified propositions, unified assessment and unified scoring standards.

Article 41 Examination papers (A, B) and scoring standards and reference answers in the examination subjects, professional classes, The academic year term shall be consistent with the implementation plan.

Article 42 The oral examination shall adopt the method of drawing up the question first and then matching the title. The number of the title should be more than the number of candidates Generally do not repeat. The answers to questions in open book assessment courses should not contain material copied directly from the textbook or other permitted materials. Operational assessment should have detailed assessment content and scoring standards.

Article 43 Each teaching institute (department, center) should do a good job of examination and verification of test questions to ensure the quality of test questions. Proposition After completion, the proposer will send the paper test paper, scoring standards and reference (standard) answers to the director of the teaching and research Office for review and sign on the test paper. If the proposer is the director of the teaching and Research office, the examination paper reviewer shall be the teaching leadership of the teaching institute (department, center). The examination paper after examination shall be handed over to the teaching secretary of the Teaching Institute (department or center) for safekeeping, and the marking standard and reference (standard) answer shall be returned to the proser for safekeeping. The Academic secretary of the Institute (Department, center) shall send the examination papers and the summary form to the examination Center of the Academic Affairs Office within the prescribed time, and make the handover registration.

Chapter VI Preparation, confidentiality and management of examination papers

Article 44 Time for making and handing in examination papers:

- (1) The time for the preparation of examination papers shall be determined by each college;

(2) For examination courses in which teaching tasks are completed before the 11th week of the semester, the proposition teacher will teach the course 2 weeks before the end of the course. After the review, the A and B papers are submitted to the Academic secretary of the Institute of Teaching (Department, Center), and the academic secretary will send the A and B papers to the examination center of the Academic Affairs Office in the 10th week of the semester; For the examination courses that complete the teaching tasks after the 11th week of the semester, the proposition teacher will submit the examined papers to the academic secretary of the Institute (Department, Center) before the 14th week of the semester, and the academic secretary will submit all the examination papers and the summary of the examination sheets in duplicate to the examination center of the Academic Affairs Office in the 14th week of the semester. After checking the number of examination papers and the number of pages in each paper, the examination center of the Academic Affairs Office will sign the summary form and return a copy of the summary form to the corresponding teaching institute (department or center).

Article 45 The examination paper and draft paper issued uniformly by the Teaching Affairs Office shall be used in the examination.

Article 46 The examination papers for examination courses shall be managed by the special person of the examination center of the Teaching Affairs Office. course-examining. The examination papers are administered by the academic secretary of each teaching institute (department, center). One week before the examination, the academic secretary of each teaching institute (department, center) will send the examination papers to the paper making room for printing. After the examination papers are printed, the academic secretary of the teaching Institute (Department, center) will go to the paper making room for collection. Before receiving the examination papers, you must check and check the number of paper papers, the registration form of the examination room and other relevant materials, and make sure that they are complete and correct.

Article 47 The whole process of printing, packaging and review of the examination paper shall be responsible for the full-time examination management personnel. The examination personnel shall strictly abide by the confidentiality provisions, and no other personnel shall have access to the examination papers.

Article 48 The following provisions shall be observed in the printing of examination papers:

(1) The security and confidentiality of the printing of test papers must be ensured. Transfer and printing of test papers occur during the printing of test papers. Brush delay and disclosure of the negative impact on the assessment work, according to the "Hunan Institute of Engineering teaching accident Identification and handling Measures";

(2) the printer must keep the sample roll, finished roll and waste roll and other items, each process must be strictly performed handover procedures; Waste pages and plates should be properly stored and uniformly destroyed during the printing period;

(3) Paper printing to ensure the quality of paper printing. Arrange the test paper, answer sheet, scratch paper and test paper as required Field registration form. The bagging subject and quantity should be accurate and not mixed;

(4) After the paper is printed, the printer and the person who leads the paper should carefully review it.

Article 49. Test papers must be stored in a prescribed safe place before and after the examination.

Chapter VII Review, arrangement, filing of examination papers and examination results

Article 50 After the assessment, each teaching institute (department, center) shall organize the marking work (including reading) in a timely manner Papers, grading, marking, etc.). Marking for the final exam is, in principle, required to be completed within five days of the final exam.

Article 51 The marking teacher shall evaluate the examination papers in accordance with the standard (reference) answers and the marking standards to achieve recognition True, rigorous, objective and fair, may not arbitrarily lower the marking standards to send points or too strict deduction. The marking paper should be marked right or wrong, and reviewed according to the steps. The wrong place has deduction, and the score of each big question is marked at the beginning of the question. The scoring column should be marked one by one and ensure the correct combination of points. The marks of the paper and the marks of each question should not be altered. If it is really necessary to change, you should sign the change. The teaching and research Office should arrange special personnel to carefully review and spot check the exam papers after evaluation.

Article 52 The assessment results of examination courses shall be assessed according to the percentage system, and the assessment results of examination courses shall be assessed according to 100 The score system or the five-level system (excellent, good, medium, pass, fail), the practical link assessment results according to the five-level system (excellent, good, medium, pass, fail). The conversion criteria are: excellent ≥ 90 points, $80 \text{ points} \leq \text{good} < 90 \text{ points}$, $70 \text{ points} \leq \text{medium} < 80 \text{ points}$, $60 \text{ points} \leq \text{pass} < 70 \text{ points}$, fail $< 60 \text{ points}$.

Article 53 The course assessment results consist of the centralized assessment results (generally referring to the score of the paper) and the process assessment results (generally refers to the usual score), of which the composition of the examination course assessment score is: the centralized assessment score accounts for 60%, the process assessment score accounts for 40%; The proportion of examination course assessment scores is: centralized assessment scores account for 50%, process assessment scores account for 50%. Where the centralized assessment score of the course (including examination courses and examination courses) is less than 40 points, the assessment score of the course is failed, and only the centralized assessment score is registered.

Article 54 Teachers shall accurately record students' assessment scores in the course and make them known to the students before the end of the course. The The process assessment results should provide the "Hunan Institute of Engineering process assessment results Composition Table".

Article 55 Materials related to assessment shall be sorted out, classified and stored according to regulations. After the grading work is finished, the marking teacher shall timely put the examine-related materials (students' grade books and process exams). The score form, the standard (reference) answer and the scoring standard, the paper analysis information table, the paper, etc.) bound into the file, and handed over to the unit's reference room for unified storage until two years after the student's graduation, in order to consult if necessary. Assessment and re-examination (remedial) At the end of the examination paper, according to the course classification and binding standard (reference) answers and comments Sub-standard, student results, examination papers, etc.

Article 56 Teachers of each course shall not accept students' requests for examination of marks and papers without permission, if the students have doubts about their scores. You can apply to the teaching task undertaking unit in the first week after the beginning of the next semester, and you can check the paper only after the approval of the person in charge of teaching. The examination shall be organized by the unit undertaking the teaching task. The marking teacher or nearby professional teachers, students and educational secretary shall consult together. After the examination, the conclusion of the examination shall be written in time and notified to the students and their colleges.

Article 57 The academic secretary of each teaching institute (department or center) shall be responsible for timely notifying the students of their scores.

Chapter VIII Invigilation and inspection

Article 58 Invigilation is a basic link of teaching work, and teachers must perform the duties of invigilation and inspection. The qualifications of invigilators shall be determined by the teaching Affairs Office.

Article 59 Invigilators shall be arranged for all examination courses. Candidates in an examination hall of less than 45 persons, Arrange 2 invigilators; For rooms with 46 to 60 students, arrange 3 invigilators; In the examination room with more than 61 students, there shall be no less than 4 invigilators.

Article 60 The invigilator shall be recommended by the teaching institute (department, center) and the functional department according to the individual and the unit. The invigilator shall be appointed. Once the invigilator is appointed, he shall not be replaced at will. If there are special circumstances that need to be replaced, the invigilator must fill in the "Hunan Institute of Engineering Teacher Replacement Application Form" three days in advance and can be replaced after approval by the Academic Affairs Office. The selection and recruitment of invigilators shall comply with the following basic requirements:

- (1) Faculty and staff of the school;
- (2) good ideological and political quality, decent style, strong sense of responsibility and strong sense of discipline;
- (3) Good health and the ability to undertake the task of invigilating examinations;
- (4) having no immediate family members to participate in the examination.

Article 61 The invigilator shall adopt the post system after being trained and qualified. Supervision provided by the teaching Institute (department, center). The examination personnel shall be organized by the teaching Institute (Department or center), while the invigilators provided by other departments shall be organized by the examination center of the Teaching Affairs Office. Invigilators shall be trained before they can participate in the invigilation work.

Article 62 The invigilator shall conscientiously perform the duties of invigilation, maintain the normal order of the examination room, and strictly execute the examination room Discipline, specific requirements are as follows:

- (1) Take the test paper 20 minutes in advance and arrange the examination room. The seats are arranged randomly according to the number of seats in the examination room. And tell the students to put the other items near the seat except the examination equipment in the position designated by the invigilator. Strictly abide by the assessment time, may not advance or delay the assessment start and end time;
- (2) Before issuing the test, the assessment discipline should be reiterated, and the student ID card and valid certificate (ID card or driving) should be checked one by one. Certificate, the two certificates are not complete can not participate in the examination, and candidates are required to sign the seat table in the examination room;
- (3) During the assessment process, do not do things unrelated to the invigilation work (including smoking, eating, playing with laptop, chatting, reading newspapers and magazines, grading papers, etc.), the use of communication and camera tools in the examination room is strictly prohibited, and the information in the examination room must not be released in any form. The mobile phone must be turned off or turned off the alarm;
- (4) Carefully fill out the "Hunan Institute of Technology Examination Room Registration Form";
- (5) Carefully invigilate the exam to prevent the occurrence of exam violations and fraud. Once the violation of discipline, fraud should be addressed Report to the examination Affairs Office, collect relevant evidence and truthfully fill in the "Hunan Institute of Engineering Student Assessment Violation of Discipline and fraud Registration Form";

(6) At the end of the assessment, the papers should be collected at the prescribed time, the number of papers should be counted in the order of the student number and sealed and bagged. Excess Test papers and scratch paper must also be returned in full.

Article 63 During the examination period, the Teaching Affairs Office shall organize personnel to conduct examination rounds, and each teaching institute (department and center) shall have the right to do so Relevant leaders shall conduct examinations and be on duty to deal with problems found in a timely manner.

Article 64 The duties of examination inspectors are as follows:

- (1) To inspect and urge the invigilators and examination staff to perform their duties, and to promptly respond to irregularities to correct;
- (2) To inspect the examination room and assist the invigilator to deal with violations on the spot;
- (3) Record the course assessment, and fill in the "Hunan Institute of Engineering Examination Registration Form".

Article 65 During the examination, proposition teachers should enter the examination room to make a tour and make comments on the problems found in the examination papers. They shall be dealt with in time.

Chapter IX Examination Room discipline

Article 66 Candidates shall consciously observe the discipline in the examination room, respect and obey the invigilators and the examination inspectors in the examination room guidance and management.

Article 67 Candidates are strictly prohibited from bringing mobile phones and other electronic tools with the function of taking notes into the examination room. Brought into the test room. You must turn off your cell phone and other electronic tools and put them in the place designated by the invigilator.

Article 68 Candidates must bring their student ID card and valid documents (ID card, driver's license) to participate in the examination. Identification should be placed in the upper left corner of your seat for reference. Invigilators and examination inspectors have the right to ask those who do not bring all their ids to leave the examination room.

Article 69 Candidates should enter the test room 15 minutes in advance and take a seat according to the prescribed positions. If you arrive 30 minutes late. Those who arrive late are not allowed to enter the test room. Students are not allowed to leave the test room within 30 minutes after the test starts.

Article 70 After receiving the examination paper, students should first fill in their name, student number and major class. They should follow the rules when answering the test Use a black or blue pen, a signature pen, and a 2B pencil to fill in the answer sheet.

Article 71 In the closed-paper assessment, the examinee must bring his/her bag, books, notes and materials before the examination begins. materials, papers and other articles shall be taken away from the seat and put in the place designated by the invigilator.

Article 72 In open-book examination, examinees may bring relevant teaching materials, notes or other reference materials in accordance with regulations. Enter the examination room. Candidates must think and answer independently. They are not allowed to pass books or notes to each other. Discussion and communication are not allowed.

Article 73 During or after the examination, examinees are not allowed to hand over examination papers, answer sheets, answer sheets, scratch paper, etc The examination materials shall be taken out of the examination room.

Chapter X: Identification and treatment of disciplinary violations and cheating in assessment

Article 74 The forms of disciplinary measures for students violating discipline and cheating in the course assessment include: criticism and education, warning and strict punishment Heavy warning, demerit, probation and expulsion from school.

Article 75 If a student commits any of the following violations of discipline, the invigilator shall give him criticism and education and give him the punishment on the spot correction:

- (1) refusing to produce identity cards, student cards and admission tickets;
- (2) bringing his or her own answer sheet or scratch paper into the examination room and refusing to give it to the invigilator;
- (3) borrowing assessment tools from others without permission; And (4) looking outward in the assessment process.

Article 76 Students do not abide by the discipline of the examination room and do not obey the arrangement and requirements of the invigilator during the examination. In any of the following disciplinary violations, according to the seriousness of the circumstances, students will be given criticism education, warning, serious warning, demerit corresponding disciplinary sanctions, the course assessment score will be zero points and the qualification to participate in the normal make-up examination will be cancelled:

- (1) refusing to accept criticism and education from invigilators under any of the circumstances mentioned in **Article 74**;
- (2) bringing articles other than those prescribed into the examination room and failing to put them in the designated places;
- (3) failing to make reference at the specified seat;

- (4) answering questions before the signal for the beginning of the assessment is issued or continuing to answer questions after the signal for the end of the assessment is issued;
- (5) peeping, whispering to each other, exchanging secret signals or gestures during the assessment;
- (6) making noise, smoking or otherwise interfering with the examination within the scope prohibited in the examination room or by an educational examination institution engaging in orderly conduct;
- (7) leaving the examination room without the consent of the staff during the assessment;
- (8) Taking out the examination papers, answer sheets (including answer cards, answer sheets, etc., the same below), scratch paper and other assessment papers of the examination room;
- (9) Answer questions with a pen or paper other than those prescribed, or write your name, test number or in a place other than those prescribed in the test paper marking information on the answer sheets by any other means;
- (10) providing convenience for others to peek;
- (11) those who are forced by others to take their examination papers without refusing them or failing to report them to the invigilator in time;
- (12) other acts that violate the examination rules but do not constitute cheating.

Article 77 Students violate the principles of fairness and justice in the assessment and are admitted in any of the following circumstances during the assessment process as cheating, according to the seriousness of the circumstances shall be given the punishment of probation for half a year or one year, the course assessment score shall be zero and the qualification to participate in the normal make-up examination shall be cancelled:

- (1) Carry written materials related to the examination content or store electronic materials related to the assessment content Having participated in the examination;
- (2) plagiarizing or assisting others to plagiarize the answers to test questions or materials related to the examination content;
- (3) writing information related to the examination course on the desk in the examination room before the examination;
- (4) forcibly taking or stealing others' test papers, answer sheets or scratch papers, or coercing others to provide convenience for plagiarism;
- (5) filling in the answer sheets with names, test numbers and other information inconsistent with his identity;

- (6) passing or receiving articles or exchanging test papers, answer sheets or scratch paper;
- (7) intentionally destroying test papers, answer sheets or assessment materials;
- (8) failing to leave the examination room after handing in the examination papers as required, and providing answer information to the students in the examination room who did not hand in the examination papers;
- (9) Those whose answers are identified as identical in the marking process; More than two copies of the same subject in the same examination room including two Having identical answers;
- (10) obtaining or attempting to obtain answers to test questions or examination results by other improper means;
- (11) chaotic discipline in the examination room, out-of-control order in the examination room, or widespread cheating in the examination;
- (12) carrying equipment with the function of sending or receiving information;
- (13) cheating acts assisted by staff members and verified afterwards;
- (14) obtaining examination qualification, bonus points qualification and assessment by forging certificates, certificates, files or other materials academic performance;
- (15) being identified as violating discipline for the second time during the school period;
- (16) other acts identified as cheating.

Article 78 In the course of assessment, students and other personnel who do not obey the management of the examination staff shall be subject to the following rules. If one of the behaviors that disturbs the order of the examination room is listed, it shall be regarded as a serious violation, and the student shall be terminated from continuing to participate in the assessment of this course, the assessment result of this course shall be recorded as zero, the student shall be disqualified from taking the normal make-up examination, and the student shall be given the sanction of probation for one year. In addition, if the behavior of students and other personnel violates the Law of the People's Republic of China on Public Security Administration and Punishment, they shall be handed over to the public security organs for handling; If it constitutes a crime, it shall be handed over to the judicial organ to handle and investigate criminal responsibility according to law:

- (1) Intentionally disturbing the order of examination sites, examination rooms, marking papers and other assessment workplaces;
- (2) refusing or hindering the assessment staff from performing their administrative duties;
- (3) threatening, insulting, defaming, framing or otherwise infringing upon the assessment staff and other examinees committing acts of legal rights and interests;

- (4) Intentionally damaging the facilities and equipment of the examination room;
- (5) committing any other act that disturbs the administrative order of the examination room.

Article 79 Students who have any of the following circumstances during the examination shall be given the sanction of expulsion. Constitute a Violation Contrary to the Law of the People's Republic of China on Penalties for Public Security Administration shall be handed over to the public security organs for handling; If a crime is constituted, it shall be dealt with by the judicial organ according to law and criminal responsibility shall be investigated:

- (1) Being identified as cheating in the assessment for the second time during the school period;
- (2) threatening, insulting, defaming or framing staff members or other students after their disciplinary cheating behavior is verified;
- (3) taking part in the assessment on behalf of another person or allowing another person to take part in the assessment on his own behalf;
- (4) organizing cheating;
- (5) using communication equipment or other devices to cheat;
- (6) selling examination questions or answers to others for profits;
- (7) other acts of serious cheating or seriously disturbing the order of assessment.

Article 80 A student who has obtained a graduation certificate or a degree certificate and has not yet left the school shall violate Articles 75 to 7 Article 19 of any of the articles, according to the seriousness of the violation of discipline, to criticize education, notify the employment unit (graduate school) . If the case constitutes a violation of the Law of the People's Republic of China on Penalties for Public Security Administration, it shall be handed over to the public security organ for handling; Those that constitute crimes shall be dealt with by judicial organs and investigated for criminal responsibility.

Article 81 The invigilator shall examine the names and student numbers of the students who violate discipline or cheat, as well as those who violate discipline or cheat. The circumstances should be truthfully recorded and signed in the Registration Form of Hunan Institute of Engineering Students' Assessment of violations of discipline and fraud. The students' signatures of violations of discipline and cheating shall be signed and confirmed by the inspectors. The examination papers and material evidence used for cheating shall be submitted to the academic Affairs Office in time. The tools used for cheating shall be temporarily detained. Fill out receipts for temporarily detained student items.

Article 82 The Academic Affairs Office will report the assessment of students who violate discipline or cheat to the college to which the student belongs, and the college shall be responsible Adult students themselves produce written materials and educate

them. After reviewing the relevant materials, the Academic Affairs Office will form a proposed opinion, which will be reported by the college to the student himself and publicized for three days. The decision of expulsion or other treatment or punishment involving the major interests of students shall be submitted to the President's office or the special meeting authorized by the president for study and decision, and the legality of the examination shall be conducted in advance.

Article 83 If a student violates discipline or cheats in the assessment is to be punished, the school shall issue a punishment decision document. The college shall be responsible for delivering the documents directly to the students themselves. If the student refuses to sign for it, it may be served with a lien; Those who have left school may be served by post; For those who are difficult to contact, the school website, news media, etc., can be used to announce the party service by style.

Article 84 If a student objects to the decision on handling or punishment, he or she may receive the decision on handling or punishment from the school. A written appeal shall be submitted to the Student Appeal Handling Committee of the university within 10 working days from the date of the document. The appeal shall not be accepted within the time limit. If the Student Appeal Handling Committee finds that the facts, basis and procedures for handling or punishment are improper after review, it may make a review opinion suggesting cancellation or modification, request relevant functional departments to study it, and submit it to the President's office or special meeting for decision.

Article 85 In addition to the sanction of expulsion, the sanction given to a student is generally set within a period of 6 to 12 months. The period shall be lifted according to the procedures prescribed by the school. After the dismissal of the sanction, the student shall receive commendation, awards and other rights and interests, and shall no longer be affected by the original sanction.

Chapter XI: Identification and handling of violation of regulations by the assessment staff

Article 86 The term "assessment staff" refers to all kinds of teachers who have responsibilities or arrange work in each link of assessment Professional staff.

Article 87 Assessment staff in the assessment management, organization, marking and performance management in the following circumstances. The person directly responsible shall be given a notice of criticism and a general teaching accident shall be recorded:

- (1) failing to perform the duties of invigilating and patrolling examinations according to regulations;
- (2) where the propositions in the examination papers are wrong;
- (3) there are obvious errors in the proposition of the test paper, and the examiners fail to correct them;
- (4) serious dereliction of duty in the marking and grading of examination papers, resulting in obvious wrong assessment, missing assessment or errors in grading;

- (5) arbitrarily raising or lowering the scores of students in examination papers;
- (6) changing the time, place or arrangement of examination without authorization;
- (7) changing the invigilator without authorization, including inviting someone to take the place of invigilator;
- (8) The invigilator is more than 5 minutes late for the exam;
- (9) failing to perform their duties seriously, resulting in more than 1/5 of the identical papers in the examination room in charge;
- (10) failure to perform duties seriously, resulting in disorder, serious cheating or video recording in the examination room in charge. Materials damaged or video system unable to work normally;
- (11) Other acts in violation of administrative regulations on examination invigilation, inspection, marking of examination papers, etc.

Article 88 The assessment staff has the following circumstances in the assessment management, organization, marking of examination papers and performance management. The person directly responsible shall be given the punishment of administrative warning, and the serious circumstances shall be given the punishment of serious warning, and a serious teaching accident shall be recorded:

- (1) Taking test questions, answer sheets or related contents out of the examination room and passing them on to others without authorization during the examination;
- (2) arbitrarily changing the marking standards in marking papers or marking papers not according to the marking standards;
- (3) dereliction of duty, resulting in the loss of the examination papers;
- (4) having arranged invigilation and failing to attend the examination without reason;
- (5) prompting or hinting the examinee to answer the exam;
- (6) Other acts in serious violation of administrative regulations such as invigilation and marking of examination papers.

Article 89 Any of the following situations occur in the assessment management, organization, marking of examination papers and performance management of examination staff One, give administrative demerit punishment, serious circumstances give demerit punishment, and record a major teaching accident:

- (1) To provide false certificates, certificates and files for personnel who are not qualified to participate in the assessment, so that they can obtain assessment funds of the grid;
- (2) providing conditions for examinees to cheat by taking advantage of invigilation or engaging in assessment work;
- (3) leaking test questions and reference answers before the examination;

- (4) Illegally changing or altering the examinee's answer sheets, assessment results or original records in the examination room;
- (5) altering, fabricating or falsely reporting assessment data or information without authorization;
- (6) providing false scores for examinees;
- (7) framing or retaliating against candidates;
- (8) organizing answer sheets off-site to provide answers to examinees;
- (9) causing students to fail to participate in the assessment as scheduled or causing heavy losses to the assessment work due to dereliction of duty.

Article 90 The assessment staff has one of the following situations in the management, organization, marking of examination papers and management of performance. If the case is serious, he shall be given the sanction of demerit demerit; if the case is serious, he shall be demoted, removed from office or even dismissed from public office; If the case constitutes a crime, it shall be transferred to judicial organs for investigation of criminal responsibility according to law:

- (1) forging or altering examinee archives (including electronic archives);
- (2) changing the assessment results without authorization;
- (3) taking advantage of the convenience of assessment work to solicit or accept bribes or practice favoritism with power;
- (4) stealing examination papers and answers for trading;
- (5) instigating, conniving or encouraging the assessment staff to relax the assessment discipline, resulting in disorder and cheating in the examination room seriously;
- (6) taking advantage of their authority to cover up or cover up cheating acts or coerce others to cheat;
- (7) infringing upon the personal rights of assessment staff and students by attacking, retaliating, framing, threatening or other means.

Chapter XII Others

Article 91 According to the arrangement and needs of the final assessment, the Publicity Department, the student and work Department, the security Department, the logistics Department and the Internet Network information center and other departments should do a good job in the examination room safety, basic equipment and facilities maintenance, integrity reference publicity and other preparatory work before the final examination, so that the facilities are in good condition, the examination room is orderly, and the power supply is guaranteed. If necessary, electricians, medical workers, security, network maintenance personnel and other on-site duty.

Article 92 The personnel responsible for opening (closing) the door of the examination room must open (closing) the door on time.

Article 93 The department in charge of the health administration of the examination room and related areas shall urge the personnel concerned to clean the room in time. If necessary, increase the number of cleaning personnel and cleaning times, and ensure that the examination room and related areas are clean and hygienic.

Article 94 The examination arranged by the higher departments at the national and provincial levels shall include its qualification, form and examination. The examination time, special regulations on the discipline of the examination room and other requirements shall be organized and implemented by the Academic Affairs Office in accordance with the relevant provisions of the higher authorities.

Article 95 These provisions are applicable to full-time ordinary undergraduate and junior college students of Hunan Institute of Engineering and are published since. It shall take effect from the date of promulgation. The original "Hunan Institute of Engineering Curriculum Assessment Management Regulations (Trial)" (school teaching character (2017) No. 62) shall be repealed at the same time.

Article 96 The Teaching Affairs Office shall be responsible for the interpretation of these provisions.