## Regulations on Examination Management of CIFS

**Chapter I General Provisions**

**Article 1** The Institute has formulated these regulations in order to create and maintain a better learning environment, to help students be more diligent, rigorous, pragmatic, and innovative, to conduct strict exam management, to make exam disciplines more robust and to further standardize exam procedures according to *the Higher Education Law of the People's Republic of China*, *Management Regulations Students in Colleges and Universities* (Order 21 of the Ministry of Education) and *the Measures for Handling Violations of the National Education Examination* (Order 33 of the Ministry of Education).

**Article 2** Final Examination is an important means of testing students' learning outcomes. Its purpose is to guide and urge students to systematically review and consolidate the knowledge and skills they have learned, to test their understanding and application ability of the knowledge they have learned, to mobilize their initiative and enthusiasm in learning, and to develop their innovative spirit and thinking.

**Article 3** Final Examination is an important method and an essential part of teaching management and evaluation. It should adhere to the principles of fairness, honesty, and rigor. All courses listed in the Programme Specifications should be subject to assessment, including internships, graduation design, graduation thesis and other practical teaching links.

Final examinations are arranged at the end of each semester. Examinations for public courses are uniformly organized and arranged by the Academic Affairs Office, and those for professional (major-related) courses are arranged by the corresponding schools.

The examination period lasts for two weeks. Public course exams will be arranged in the first week and major-related course exams will be arranged in the second week. Before the final examinations, the Academic Affairs Office will develop an *Examination Handbook for Students* and make an announcement. This *Examination Handbook for Students* lists the examination time and place for each course and the students who are eligible to take the examinations. After the *Examination Handbook for Students* is released, the counsellor will hold a meeting for students where they will be informed of the proper conduct during final examinations as well as the exam time and place for their final exams. Students are required to bring their ID cards, student ID cards and exam tickets to take the final exams at the specified time and place.

The exam rooms are arranged in multimedia classrooms of the Institute. Based on the number of students, different exam rooms are arranged, including small rooms (64-104 seats), medium rooms (143 or 159 seats) and large rooms (208 or 272 seats). During the final exam, students are to be seated at one desk away from each other. The Academic Affairs Office is responsible for checking the correct arrangement of each exam room.

**Chapter II The Requirements for the Examination Proposition**

**Article 4** The exam papers should be developed according to the corresponding Course Specification Document (CSD), covering required knowledge points.

**Article 5** The exam papers should focus on checking students’ understandings of basic knowledge and theories and their ability to analyze and solve problems, to inspire students' innovative thinking and to develop students' innovative ability.

**Article 6** Different types of examination items (Multiple-Choice Questions, Calculation Questions, Essay Questions, etc.) should be included in an appropriate proportion. The practical teaching and learning courses and highly practical or skills driven courses should focus on the assessment of students' practical knowledge and skills. Some of the final examinations for practical courses may test operational skills and application abilities only without a written examination.

**Article 7** The questions of the final exam papers should be accurate, clear, and concise. They should distinguish different levels/capacities of students, with appropriate ratios to demonstrate the progression of difficulties of questions on the papers.

**Article 8** Examinations for public basic courses, including Ideological and Political Theory, College English, Fundamentals of Computer Science, Advanced Computer Language and Higher Mathematics, should be set and marked uniformly by teachers according to their respective CSDs.

**Article 9** When setting the questions for the final exam papers, scoring criteria or score evaluation principles should be developed simultaneously.

**Article 10** FinalExam papers must be reviewed and signed by the leader of the course undertaking unit or the corresponding school or department.

**Article 11** Teachers should not provide students with information about final exam papers in order to prevent leakage of exam questions. To improve the quality of exam questions, relevant schools and departments should gradually establish, develop and improve an examination bank.

**Chapter III Printing and Management of Examination Papers**

**Article 12** Final examination papers (including make-up examination papers) require the use of customized examination paper and answer sheets as defined by CIFS.

**Article 13** FinalExamination papers should be prepared by offset printing or photocopying. Final exam papers should be drafted on a computer with fonts and sizes that conform to relevant standards of CIFS and with unified characters in a neat and clean way.

**Article 14** Examination papers should be submitted to the corresponding schools or departments at least 15 days before the final examination. The corresponding schools or departments are responsible for collecting, reviewing, endorsing, and sending the examination papers to the Institute’s Printing Office to be printed off.

**Article 15** According to the requirements of the Academic Affairs Office, schools and departments are responsible for printing the students’ seating chart for each examination room. The seating chart should be pasted on the cover of the specified file bag, in which the exam papers should be enclosed. All exam materials mentioned above should be kept securely by the specified personnel (usually the Teaching Affairs Secretary of the schools or department). Exam invigilators should arrive at the designated place at least half an hour before the exam to collect the exam materials.

**Article 16** Examination papers must be stored securely and should not be disclosed before the exam. For fraud and other dereliction of duty in the proposition of examination questions and preparation and storage of examination papers, appropriate disciplinary action against such Academic Misconduct will be taken by CIFS against the relevant parties.

**Article 17** After the examination, the corresponding schools or departments should properly store the exam scripts, which should not be destroyed when the examinees are still registered at the Institute or for three years after graduation. (Note: During COVID-19, the Institute only carried out remote online teaching. However, final exams were undertaken by students in person when they were able to go back to the Institute. This arrangement will not delay the graduation of any student.)

**Chapter IV Examination and Approval of Examination Qualification**

**Article 18** According to the Measures for the Evaluation and Record of Student Achievements of Chongqing Institute of Foreign Studies, students who have a score of general performance (which includes performance in class and assigned work with the percentage of each component determined by the relevant course instructor) of less than 60 points will be disqualified from taking the final examination.

**Article 19** Any student who has been disqualified from taking the final examination will be informed by the course instructor in the last class of the academic year. Relevant schools will also publish a list of students who have been disqualified to take the final examinations ahead of the final examination period and will report the list to the Academic Affairs Office.

**Chapter V Determination of Assessment Methods**

**Article 20** Assessment methods are divided into two kinds: final examination and performance evaluation. Different assessment methods will be adopted for different courses. All kinds of assessment should emphasize the development of application ability and hands-on ability of the students.

1. Performance evaluation should include paper, oral test, face-to-face interview, conclusion and feedback for the assigned task from teachers, physical fitness test, presentation on skills and assessed work.

2. The final examination can be carried out in various ways: ①open-book examination; ②closed-book examination; ③a combination of open-book examination and closed-book examination; ④a combination of open-book examination, closed-book examination and practical operation; ⑤oral test; ⑥face-to-face interview; ⑦summary and reflection on one's learning or papers.

3. Courses with more practical hours can separately test students’ practical application and hands-on ability or test students with coursework instead of final examination.

**Chapter VI Evaluation and Management of Scores**

**Article 21** **Anonymity of Submissions**

Each school organizes corresponding course teachers to review the exam papers or thesis. The Institute has a Teaching Supervision Office that reviews the students’ results and samples exam papers to ensure fairness is maintained (The reviewing work includes ensuring that the grade on the exam answer paper matches the grade entered in the system, whether the questions of the exam paper are reasonable, whether the calculation of the score of the paper is correct, whether the teacher's marking is fair, etc.).

Examination results are recorded on the scoreboard and then are uploaded and stored in the system of the Academic Affairs for students ([https//jw.cqifs.edu.cn](https://jw.cqifs.edu.cn/)). To ensure fairness, the name and identity sections of the exam papers are concealed during the reviewing and marking process, so that the markers are unable to recognize whose exam paper they are reviewing and marking.

Anonymity of submission and the related quality assurance of marking/grading will be enhanced by the introduction of an external moderation process as part of CIFS’s compliance with UK quality assurance standards.

**Principles of Score Evaluation**

Course teachers are required to abide by the scoring criteria seriously and strictly. Score evaluation should be careful, meticulous, and fair. All scores should be given in an objective way without the teachers’ personal bias. Course instructors should avoid giving higher scores to students for unjustifiable reasons, such as because they get along well with the instructor or because they have made a good impression on the instructor, etc.

**Article 22** Score Assessment and Grading

Course grades are evaluated using a 100-point scale or a 5-level grading system. In the 5-level grading system, scores are classified as Excellent, Good, Medium, Weak or Fail. The conversion relationship between the 100-point scale and the 5-level grading system is as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 100-point scale | 90-100 | 80-89 | 70-79 | 60-69 | Below 60 |
| 5-level grading system | Excellent | Good | Medium | Weak | Fail |

**Article 23** Assessment criteria of each course are formulated before the final exam and course teachers mark exam papers according to these criteria. When marking students’ exam papers or other assignments, course teachers are allowed to add extra points or give higher marks if a student’s answers are innovative according to the criteria, but the final points of each question are not allowed to exceed the maximum score specified.

**Article 24** The final score for a course is composed of a higher proportion of the result of the final examination with appropriate reference to the general performance (including attendance, performance in class, assignments, mid-term exam, etc., the percentage of each component is determined by the course teacher).

In principle, the proportion of the score for general performance within the final comprehensive score should not exceed 30% (the exact distribution of each portion shall be determined according to the assessment type of the course, which will be written in the CSD document), and the histogram of the students’ results of the final examination should be in normal distribution. (For more information about assessment standards for the score for general performance, please refer to *5.14 Measures for Evaluation and Recording of Students’ General Performance Scores at CIFS*.)

**Article 25** Courses with a high proportion of practical teaching hours may separately test the students’ practical application ability and hands-on ability or assess students’ personal works instead of the final examination and take the above as the main outcomes for evaluating the course grades.

**Article 26** Course teachers must mark the final examination scripts and submit the grades of the final examinations via of the Academic Affairs for students [https//jw.cqifs.edu.cn](https://jw.cqifs.edu.cn/)) within one week after the end of the final examination. Submitted grades will be forwarded to the Academic Affairs Office for a final general check (normal distribution of scores, error, etc.) before being released..

**Article 27** Once the final examination grades have been published, students will be able to check their final grades on the Institute’s website. Students will be able to receive feedback and comments at the end of each semester when the course teacher evaluates and submits the learning status of the students in the educational administration system.

**Article 28** The grades of the students' final examinations will be managed by the corresponding schools or departments of the Institute. The final grades will be stored securely and should not be altered without a valid reason. Students who have objections to their final results and require the verification of their results must appeal at the beginning of the following semester, according to the requirements of the performance inspection notice issued by the Institute.

**Article 29** After the examination papers are marked and the results are entered, students can log on to the system after two weeks to check their results of the corresponding courses. The results only show the students' grades, but after the examination, the teacher will evaluate the students' learning in the educational administration system, and the evaluation report will be fed back to the students.

In the first month at the beginning of each semester, the Institute organizes students to check the grades of the previous semester. If students have questions about the grades, they can appeal to the teachers who recorded their scores in the system, and the teachers will submit an application for grade verification. If, upon review, the grades are recorded incorrectly, the relevant grades will be revised and corrected after being approved by the Director of Academic Affairs Office. The revised grade will be entered in the original report card and the Educational Affairs Administration System.

**Chapter VII Final Examination Conduct**

**Article 30** Requirements for Invigilators

1. Exam invigilators must enter the examination room 20 minutes in advance of the exam start time.

2. Invigilators should instruct students to put their belongings and learning materials that are not allowed during the final examination in a designated area, direct students to their designated seats, read out the examination conduct instructions, and check students’ student ID cards, national ID cards and other relevant documents to ensure that the student is the person whose photograph appears on their ID card.

3. Invigilators should hand out and collect exam papers on time and should not allow more or less time to students than specified on the exam paper.

4. Invigilators must be always present in the examination room and give all their attention to invigilating the examination properly. Invigilators should not read books newspapers, chat, receive phone calls, or do any thing that is not relevant to their invigilation duties. When a student raises a query about a question in the exam paper, invigilators should not make any comments or give any explanations. When students report that the printing is unclear or the papers are incomplete, the invigilator must immediately refer the matter to the mobile inspector.

5. Invigilators have the right to collect the students’ examination papers if students are caught breaking the exam rules and regulations. Students who commit exam misconduct will be asked to leave the examination room and will be asked to sign the disciplinary column in the "Examination Record Form".

6. Invigilators should accurately fill in the Examination Record Form at the end of the examination and enclose the form in the corresponding examination paper bag. In case of exam misconduct, the invigilator should submit a copy of the Examination Record Form and the disciplinary evidence to the Academic Affairs Office after the examination.

7. Once the examination is over, invigilators should carefully collect all the final examination papers before the students are permitted to leave the exam room. Once the exam answer sheets have been counted carefully, they must be handed back to the corresponding schools or departments in person.

8. Corresponding schools or departments are responsible for arranging the mobile inspectors for the examination. The Institute’s Mobile Inspection Group formed by the Academic Affairs Office and the Supervision Office is responsible for inspecting all the examination rooms during the exams. After each examination, the mobile inspectors should carefully fill in the Inspection Record Form and submit them to the Academic Affairs Office.

9. All schools should provide a list of teachers who can participate in the final exam invigilation to the Academic Affairs Office. Then the Academic Affairs Office will arrange corresponding invigilators according to the list. The ratio of invigilators to students in each exam room shall not be less than 1:30, which is set according to the invigilation standard of China’s national exams, such as NCEE/Gaokao, CET-4, Postgraduate Entrance Exam, etc. At least two invigilators should be assigned to one examination room.

10. The Academic Affairs Office will make develop a *Handbook for Invigilators*, which includes invigilators’ names, exam times and rooms, etc. In order to ensure exam fairness, the information of invigilators will not be disclosed in advance or published on the online platform, so as to avoid contacts between students and invigilators before the exam. And the Academic Affairs Office will organize a training session for invigilators before the exam and give the *Handbook for Invigilators* to each invigilator at the meeting.

11. The Director or Deputy Director of the Academic Affairs Office announces exam invigilation rules and procedures to chief invigilators of all exam units, then chief invigilators of all exam units announce these exam invigilation rules and procedures to mobile inspectors and related invigilators.

12. Before the final exam period of each semester, the Academic Affairs Office sets up a temporary organization: the Examination Office. The Examination Office is composed of the Director and staff of the Academic Affairs Office, and a detailed name list of the Examination Office will be included in the *Handbook for Invigilators*. The Examination Office is responsible for the overall planning and management of the final examinations and for handling any unexpected events during the examinations. For example, the Examination Office organizes the distribution of the invigilating equipment, arranges for the application of a deferred exam for the students who are sick, etc.

**Article 31** Final Examination Requirements for Exam Candidates

1. Exam candidates should enter the examination room with their ID cards and Exam tickets at least 15 minutes before the start of each examination. Exam candidates must display their Exam tickets and ID cards on the upper right corner of the desk for the invigilators to check during the exam.

2. After entering the examination room, exam candidates should take their designated seats as shown by the invigilators. Exam candidates are not allowed to change their seats without authorization.

3. Exam candidates are allowed to have necessary stationery for the exam such as pencil, ballpoint pen, fountain pen, eraser, straight ruler, triangle plate, compass, etc. However, exam candidates are prohibited to bring any book material, draft paper, electronic notepad, or other items that are unrelated to the examination into the examination room (open-book exams are excluded). For examinations of certain courses, a calculator without any program storage capabilities can be allowed. Exam candidates are strictly prohibited from borrowing stationery during the final exam.

4. In an open-book examination, exam candidates are allowed to bring designated books, notebooks, materials, newspapers, and periodicals. However, the books and materials are only authorized for their own use and students are not allowed to share the materials with others during the exam.

5. Exam candidates may enter the examination room up to 15 minutes after the start of an examination. Students may not leave the examination room during the last 30 minutes of an examination. Exam candidates should not leave the examination room without the permission of the invigilators. Exam candidates who have submitted their answer sheets should not be allowed to return to the examination room for any reason and should not allowed to stay or speak loudly near the examination room.

6. Exam candidates are not allowed to bring their mobile phones and other electronic communication tools into the examination room. Exam candidates who do not follow the instructions of the invigilators and disturb the order of the examination room may have their exam terminated and be asked to leave the exam room by the invigilator.

7. Exam candidates can raise their hands to get the attention of an invigilator if the examination paper is not clear or have defects. However, they should not ask or probe the invigilator about questions related to the content of the exam paper.

8. Exam candidates must carefully fill in the grade, major, class, student number and name in the designated place of the answer sheets. Exam candidates must write their answers on the answer sheets with a blue/black fountain pen or blue/black ballpoint pen. Unless noticed in advance and required specifically, pencil should not be used on the answer sheets. Exam candidates should write their answers in neat and clear handwriting and in the space specified in the examination papers.

9. Exam candidates should answer the exam papers within the prescribed time. As soon as the bell rings to announce the end of the exam, exam candidates should immediately stop writing. Exam candidates should hand in the exam papers and answer sheets to the invigilators before they leave the examination room. Students who fail to hand in the exam papers and answer sheets on time will have their answer sheets marked as invalid. Taking any exam papers or answer sheets out of the examination room will be deemed as a violation of exam regulations and will result in disciplinary action.

10. Exam candidates who are unable to take the examination due to illness or other mitigating circumstances must apply to their school in advance to defer the examination. Their petition for a make-up examination will be approved by the Academic Affairs Office. If a student fails to petition for a deferred examination in advance, he/she will be marked absent for the examination. If a student is unwell before an exam and is unable to attend the exam, he/she needs to fill in an application in the educational administration system and provide corresponding materials that can prove his/her heath conditions. After the approval of the Teaching Secretary and Vice Dean of the School, the application will be submitted to the Academic Affairs Office. After the approval by the Academic Affairs Office, the application for deferring the examination of this course will be completed. On the student's report card, it will show as "deferred examination" for the relevant course, and in the next semester, the Academic Affairs Office will uniformly organise the relevant students to take a make-up examination.

The exam content repetition rate between the deferred examination paper and the original paper should be no more than 30%. If a student has a sudden illness during the examination, they should report it to the invigilator, who will report the student's condition to the Examination Office. The Examination Office will report the case to the medical clinic of the Institute, and relevant medical staff will be sent to the examination room to check the student's physical condition. If the medical staff thinks that the student cannot continue to take the exam, the student will be taken out of the examination room for treatment. The invigilator will record the relevant information in the examination room record sheet, and the Academic Affairs Office will handle the examination deferral for the examinee.

11. Exam candidates must strictly abide by the rules of the examination room, maintain the order of the examination room and keep the examination room quiet. Violations of exam guidelines are strictly prohibited. Exam candidates who violate the discipline or commit exam misconduct will be subject to disciplinary action.

**Chapter VIII The Recognition and Handling of Violations**

**Article 32** Any exam candidate who commits any of the following will be considered as being in violation of the exam regulations:

1. Not sitting in the seat designated by the invigilators;

2. Bringing unauthorized items to the examination room and not putting them in the specified area before the final examination starts;

3. Starting writing the answers before the invigilators commence the exam or continuing writing on the answer sheets after the invigilators announce the end of the exam;

4. Looking at other exam candidates’ exam papers or answer sheets;

5. Borrowing another candidate’s stationery without permission;

6. Bringing personal answer sheets or draft paper (including blank paper);

7. Speaking loudly inside and outside the examination room when the exam is taking place, staying in the vicinity of the examination room after handing in the exam paper and any other behaviors that disrupts the order of the examination room;

8. Other behaviors identified as examination violations.

**Article 33** Any exam candidate who commits any of the following will be given a serious warning or a demerit:

1. Ignoring the warning of the invigilators in Article 32;

2. Taking the examination papers or answer sheets out of the examination room;

3. Damaging the examination papers or answer sheets during the exam;

4. Leaving the examination room or handing in the exam papers in advance without the permission of the invigilators;

5. Copying another exam candidate’s answers, whispering, signalling or gesturing with other exam candidates during the examination;

6. Contradicting the invigilators or arguing with the invigilators;

7. Other behaviors that violate the rules of the examination room but do not constitute cheating .

**Article 34** Any exam candidate who commits any of the following will be given a demerit:

1. During the examination process, place text materials related to the content of the exam on the table or on the seat, or place electronic equipment that stores relevant materials related to the exam content on the table or on the seat (whether reading them or not);

2. Exchanging answer sheets or passing on notes to other exam candidates;

3. Using any kind of communication equipment during the examination (regardless of the communication content being related to the content of the exam or not);

4. Intentionally allowing other exam candidates to copy from their own answer sheets or assisting other exam candidates;

5. Exchanging or transferring examination answer sheets;

6. Taking or stealing another candidate’s examination answer sheets;

7. Copying from books, notes or other materials prepared in advance during the examination;

8. Taking the opportunity to go to the toilet to steal information about the examination content from outside the examination room, or talking to others about the examination content;

9. Answers being identified as similar during the marking;

10. Other behaviors identified as general cheating.

**Article 35** Any exam candidate who commits any of the following will be dismissed from the Institute:

1. Allowing someone else to impersonate as themselves to take an examination;

2. Impersonating someone else to take an examination;

3. Organizing activities of exam cheating;

4. Cheating on an exam using communication equipment;

5. Other serious cheating activities;

6. Bribing Institute staff to pass an examination.

**Article 36** Exam candidates with any of the following behaviors during or after the final exams will be defined as violating exam rules, their exam results of the course will be defined as invalid, and they will be given disciplinary action such as probation by the Institute. If an exam candidate violates the *Regulations on Public Security Administration and Punishment*, they will be dealt with by the public security bureau. If the situation is defined as a crime, the judicial authorities will investigate for criminal responsibility in accordance with the law. The specific situations included are as follows:

1. Seriously disturbing examination rules and teachers’ marking process;

2. Refusing and preventing the examination staff from performing their management duties;

3. Threatening, insulting, slandering or falsely framing the examination staff;

4. Other behaviours that disturb examination management. If an exam candidate violates the *Regulations on Public Security Administration and Punishment*, and is considered to have committed a crime, the judicial authorities will investigate the violation for criminal responsibility according to the national law.

**Article 37** Students who seriously violate the examination discipline or cheat in examinations will be given a warning, serious warning, demerit or probation depending on the severity of the case. If they perform better in the future, they may be given the opportunity to attend a make-up exam or re-take the exam before graduation.

**Chapter IX Procedures for Exam Regulation Violations**

**Article 38** Once the invigilator(s) identify an instance of exam misconduct, they should record the exam candidate’s name, student ID number, and provide a summary of the exam misconduct on the Examination Record Form. After both the invigilator(s) and the student have signed on the Examination Record Form, the Form will be submitted with relevant evidence to the Academic Affairs Office after the examination.

If mobile invigilators and/or other personnel of the exam management team find any violations of exam regulations by students, they should immediately report the situation to the invigilator(s) and the invigilator(s) should deal with it as described above. And the mobile invigilators or other personnel of exam management should also sign on the Examination Record Form.

**Article 39** Exam candidates who violate exam regulations must submit a written self-criticism, and their violations are announced in the "Examination of Discipline Violation Bulletin Column". Exam candidates who do not submit the written self-criticism may be subject to a higher degree of disciplinary action depending on the severity of their violations.

**Article 40** Students who violate discipline and/or cheat in exams will be given a warning, serious warning, demerit or probation after review by the Academic Affairs Office and approval by the Vice President in charge of Teaching and Learning, and the result will be announced to all the faculty and students. The penalty of dismissal shall be decided by the President’s Meeting.

**Article 41** During the examination process, if the Vice-President finds that the invigilators, examination personnel or course teachers have committed dereliction of duty or are in violation of teaching and examination discipline, they will receive disciplinary action in strict accordance with relevant provisions of the *Recognition and Handling of Teaching Violation of Chongqing Institute of Foreign Studies*.