

# Measures for Handling Examination Violations and Cheating at Hunan City University

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## Chapter One General Rules

**Article 1** In order to uphold the seriousness of examination integrity and discipline, eliminate violations and cheating during exams, promote academic and school culture, and comprehensively improve the quality of education and teaching, this regulation is formulated based on the "Regulations on Student Management in Ordinary Higher Education Institutions" (Ministry of Education Order No. 21) and the "Measures for Handling Violations in National Education Examinations" (Ministry of Education Order No. 18, revised on January 5, 2012).

**Article 2** This method applies to all students in the school (including full-time students and continuing education students) participating in all internal and external examinations during their study period (including graduation examinations for all courses in the teaching plan, National College English Test, National English Proficiency Test, National and Provincial Computer Level Examinations, etc.).

## Chapter Two Identification and Handling of Violations

**Article 3** Candidates who do not comply with examination discipline, do not follow the arrangements of examination staff, and engage in any of the following behaviors are considered to have violated examination regulations:

(1) Bringing items not specified into the examination room or not placed in designated locations;

(2) Those who do not attend the exam in the designated seat;

Those who answer questions before the exam start signal is issued or continue to answer questions after the exam end signal is issued;

(4) Those who peek, whisper, exchange signals or gestures during the exam;

(5) Those who make noise, smoke, or engage in other behaviors that disrupt the order of the examination room within the prohibited

**Article 4** If a candidate violates the principles of fairness and justice in the examination and engages in any of the following behaviors during the examination, it constitutes cheating:

- (1) Those who participate in the exam on behalf of others using someone else's name, and those who replace others in the exam;
- (2) Those who bring written materials related to the exam content or electronic devices that store materials related to the exam content to participate in the exam;
- (3) Write the content related to the exam on your body, on the desk, or in other places within your line of sight during the exam;
- (4) Those who plagiarize or assist others in plagiarizing exam questions or materials related to the exam content;
- (5) Those who snatch or steal others' exam papers or answer sheets, or force others to facilitate cheating for themselves;
- (6) Those who use communication devices during the examination;
- (7) Those who take the exam papers, answer sheets (including answer cards, answer papers, etc.), draft papers, etc., out of the examination room;
- (8) Use various means (copying, photographing, etc.) to take exam questions out of the examination room;
- (9) Those who intentionally destroy examination papers, answer sheets, or examination materials;
- (10) Those who fill in information such as name and exam number that do not match their identity on the answer sheet;
- (11) Exchanging exam papers, answer sheets, draft paper, or passing or receiving items without the consent of the invigilator;
- (12) Marking candidate identification information on the test paper or answer sheet in various ways;
- (Thirteen) Use QQ groups or WeChat groups to engage in group cheating;
- (14) Other behaviors that obtain or attempt to obtain exam answers or exam scores through improper means.

**Article 5** If the academic affairs department, examination staff, or grading teachers discover any of the following behaviors during or after the examination, it may be determined that the relevant candidates have committed examination cheating:

- (1) Those who obtain examination qualifications and examination

(5) Other behaviors that should be recognized as cheating;

**Article 6** For those who violate exam regulations, a verbal warning will be given for the first offense; for the second offense, the exam will be terminated, and for more serious cases, the exam score for that subject will be recorded as zero.

**Article 7** For those who cheat in exams, the following penalties will be imposed:

(1) For first-time offenders, a disciplinary punishment of one year of probation is given, and the score for that subject is counted as zero, requiring a direct retake;

(2) Utilization of QQ groups or WeChat groups to participate in collective cheating will result in a one-year disciplinary sanction of probation.

Students who have any of the following situations during the examination process will be expelled from school:

(1) Recognized for cheating on an exam for the second time during school;

(2) Participating in the exam by impersonating someone else, or having someone else take the exam on their behalf (including external exam-takers);

(3) Use of QQ groups or WeChat groups to organize group cheaters.

**Article 8** Anyone who violates the newly added provisions of Article 284 of the Criminal Law Amendment (9) shall be punished in accordance with relevant regulations.

### **Chapter Three Identification and Handling Procedures for Violations**

**Article Nine** Any student who cheats during an exam must submit a written explanation (including details of the cheating and their own understanding) to the academic affairs office within 2 hours after the exam ends. At least 2 proctors or invigilators present during the exam should immediately submit the "Examination Situation Registration Form" and related materials to the academic affairs office after the exam ends, and indicate "Exam Cheating" on the exam paper, which will be archived with the original class. The academic affairs office will verify the situation of the cheating student and make a corresponding disciplinary decision according to the prescribed procedures.

**Article 10** If a student is dissatisfied with the school's decision, they may submit a written appeal to the school's "Student Appeal Handling Committee." The specific appeal and review procedures shall be handled according to the relevant regulations of the school. After acceptance within 30 days, a review decision shall be made in

3 Violating the procedures stipulated in these measures.

The department that made the decision should remedy the losses caused to the candidates due to the erroneous handling decision.

**Article 11**The school shall establish a student integrity file for examinations in accordance with national regulations, recording and retaining relevant information about students who cheat during exams. The information recorded in the integrity file of exam candidates shall not be deleted or altered by any organization or individual without legal procedures.

#### **Chapter Four Appendix Rules**

**Article 12**This method shall be implemented from January 1, 2017, and any previous regulations that conflict with this method shall be subject to this method.

**Article 13** This method is interpreted by the Academic Affairs Office.