

Tamkang University **Fall 2022**
The Undergraduate Examination Schedule and Information

I. Examination Schedule:

Items	Date	Notes
Midterm Exam and Make-up Exam	Midterm Exam: Nov 7 ~ 13, 2022(Monday ~ Sunday)	I. Exam timetable inquiry is accessible at School Administration System since Oct 28, 2022(Friday), 2:00 PM. II. In order to apply for a make-up test for mid-term exam, please hand in your leave approved list to your teacher. The exam time will be arranged by the teacher.
Final Exam and Make-up Exam	Final Exam: Jan 3 ~ 9, 2023(Tuesday ~ Monday) Make-up Exam: Feb 9 ~ 10, 2023(Thursday ~ Friday)	I. Exam timetable inquiry is accessible at School Administration System since Dec 23, 2022(Friday), 2:00 PM. II. The final exam makeup is arranged by Office of Academic Affairs.

II. Notices:

1、[School Administration System] Website: <http://sinfo.ais.tku.edu.tw/emis/>

We will send an examination timetable to your school email:

(1)For those who entered the school from semester year of 2022, your school email address will be: student ID number (9 digits)@o365.tku.edu.tw Example : 411000123@o365.tku.edu.tw

(2)For those who entered the school from semester year of 2020-2021, your school email address will be: student ID number (9 digits)@gms.tku.edu.tw Example : 409000123@gms.tku.edu.tw

(3)Student ID number (in 9 digits)@s□□.tku.edu.tw □□ stands for your year of entering the school (as in the 2nd and 3rd digit of your student ID number).

2、Take student ID (ID card, medicare card or driver's license)to the exam. If the student ID is lost, please apply a new one with 2 certificate photos at Office of Academic Affairs (A212).

3、**Please wear a mask during your test.** If you haven't brought your student ID (or national ID card, NHI card, driver's license etc.) with you, please apply for a temporary student ID card beforehand at registration section in office of academic affairs.

4、Read and follow the Examination Guidelines. No cheating. No violating the regulations. Or due punishment will be executed.

5、When the preparatory bell sets off, wandering around is not allowed. Perfect quietness is demanded in and off the examination in order not to disturb the examinees.

6、The asterisk means exam timetable conflicts that should be done in Student Activity Center (midterm and final exams) or H101 (Graduation exam).

(1) The exams are given in the order of the examination timetable.

(2) Ninety (or it depends on the situation) minutes are given in an exam, after which 30 minutes are given to the students for break or proceed the following exams. In the break, review, food and toilet are allowed.

(3) Students who have exam timetable conflicts are not allowed to leave the examination hall between exams until all the exams are done (at least 60 minutes for each). Talk, cell phone or any internet-accessible device are not allowed. Any offender will be punished in accordance to the examination regulations.

(4) If exam timetable conflicts engage students, involving oral exam, computer and slide show, making the exam at the original classroom inevitable, please apply for delayed entrance in Curriculum Section. Back in the original examination hall, examinees should sit in the last

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row of the hall and register at the name list. After the exam, examinees should go back with the escort of examiners.

- 7、Epidemic prevention: Please wear a mask during examinations. Those who deliberately refuse to wear a mask after repeated warnings will be recorded for future reference; when checking the IDs, please cooperate temporarily to take off or pull down the mask until the face is identifiable. Please continue to wear the mask to take the test after being identified.

III. Regulations on Examination Leave

- 1、During mid-term or final exam, please take your absence by the rules: After your leave is permitted, you can print out the approved list by yourself or apply for hard copy at B418.
- 2、In order to apply for a make-up test for mid-term exam, please hand in your leave approved list to your teacher. The exam time will be arranged by the teacher.
The make-up test for final exam will be arranged by office of academic affairs. The date will be set based on the school calendar. We will send the date and the timetable in soft copy to your school email, and not in hard copy. Therefore, be sure to check your email or go to the School Administration System for the timetable.

IV. According to “Study at Ease Project”, teachers can arrange alternatives to exams for students affected by the epidemic.