

监考教师职责要求

Responsibilities of the Invigilators

- (一) 监考教师必须在开考前 15 分钟到考场。未经事先批准，监考教师不得缺席或迟到。

The invigilator must arrive at the exam room at least 15 minutes before the exam. The invigilator must not be absent from or late for the exam supervision without prior approval.
- (二) 正式考试前监考教师要宣布考场纪律、检查考生证件、核对考生身份整顿考场秩序，做好考场清场，要求考生将不准带入考场的物品放在统一指定地方，合理安排考生座位。

The invigilator should help students to their seats, announce the exam regulations, check students' identities and ensure that students place any forbidden items in the designated place.
- (三) 考试期间，监考教师应切实负起责任，不得擅离职守，不得在考场谈话、看书、看报或做与监考无关的事情，带到现场的手机要关闭。

During the exam, the invigilator must be responsible by remaining in the exam room, keeping quiet and not doing anything irrelevant to the exam supervision, such as reading books or newspapers. Mobile phones should be turned off.
- (四) 监考教师要密切监督考场情况，发现考生有违纪动向要及时给予警告、劝阻；劝阻无效的，才可认定考生有违纪或作弊行为。

The invigilator should supervise the exam carefully. Any student who tends to violate the university exam regulations should be first given a warning. If a student continues to violate the university's exam regulations after this warning, the invigilator should record the student's behavior on the exam invigilation form.
- (五) 监考教师要如实填写考场监考情况报告表。发现考生作弊的，要如实填报作弊情节，收缴有关作弊证据，配合有关部门取证。考试结束后要将监考报告及时交回学院办公室。

The invigilator should fill out the exam invigilation form honestly. If any of the cheating behavior is found, the invigilator should report the details and collect any relevant evidence. The exam invigilation report must be submitted to the teaching office of the course instructor's institution after the exam.
- (六) 监考教师违规的，视其情节轻重按有关规定给予处分，情节特别严重的，依法追究法律责任。

Failure to fulfill these duties will result in punishment. The punishment imposed will depend on the severity of the infraction. In severe cases, the invigilator will be held legally responsible.

监考教师向考生宣读

Instructions to Students

(一) 请考生将身份证件放在座位左上角。

Please place your ID at the top right or left corner of your desk.

(二) 不准带入考场的物品，请放在统一指定地方，如带入座位将视为作弊；如带手机进入考场的，请立即关上电源，放在统一指定的地方，否则以作弊论处。

Any forbidden items should be put in the designated place. Students who violate this rule will be regarded as cheating. Mobile phone must be turned off.

(三) 在考场上有以下情况之一的将按违规、作弊行为进行处理：

The following behaviors will be regarded as violating the exam regulations or cheating:

1. 在考试过程中旁窥他人答卷、交头接耳、互打暗号或者手势；

Copying the work of another student or communicating with another student during the exam;

2. 除开卷考试之外，携带与考试内容相关的文字材料或者有存储功能的电子设备参加考试；
Introducing any written, printed or electronically-stored information that is not permitted as part of the exam;

3. 抄袭或者协助他人抄袭试题答案、或者与考试内容相关资料；

Plagiarizing or assisting other students in answering exam questions;

4. 在考试过程中使用通讯设备；

Using communication devices during the exam;

5. 在答卷上填写与本人身份不符的姓名、考号等信息；

Providing information that is not in accordance with the student's identity;

6. 由他人冒名代替或代替他人参加考试；

Using a substitute person to attend an exam or attend an exam for other students;

7. 其他形式的作弊行为。

Any other behaviors violating the exam regulations.

(四) 考生交试卷前不得离开考场。当监考教师宣布考试结束后，考生仍旧坐在座位上，待监考教师验收试卷后方可离开考场。

Students are not allowed to leave the exam room before submitting their exam papers. Students must remain seated when the invigilator announces that the exam time is over. Students can only leave the exam room after all exam papers are collected and checked by the invigilator.

(五) 严格考试纪律、维护考场秩序，一旦发现有违规、作弊行为，本次考试成绩无效，同时报学校有关部门给予纪律处分。凡受学校“留校察看”及以上处分者将无法获得学士学位。

Students should obey the exam regulations and maintain order within the exam room. The grade of the student will be invalid if he/she is caught violating the exam regulations. Students who receive academic probation or more severe punishments will not be eligible for obtaining their degree.