Test Room Regulations for Candidates

1. Entering for the Test

    1.1 You are required to present the original copy of a photo ID on the day of the test. Failure to do so will result in the entry being denied without any refund of fees.

    1. 2 The Test Administration Board will not be responsible for any personal valuables you bring to the Test Room.

    1.3 Electronics such as mobile phones, beepers are to be turned off prior to entering the test room.

    1.4 No items other than personal ID, the Test Book, the Answer Sheet, pencils, and erasers may be placed on the desktop. Please put them in front of the test room.

    1.5 You should check your seat prior to entering the test room.

    1.6 You must arrive on time for the test. If you are late by over 10 minutes, your entry will be denied.

    1.7 You may not smoke, eat or drink once you enter the test room.

2. During the Test

    2.1 Put your photo ID on desktop and check to ensure that the information on the seat label matches that on your Answer Sheet. Any mismatch should be reported to the Test Monitor immediately.

    2.2 You may not leave the test room within the first 40 minutes after the test begins. Violators will have their test candidacy revoked.

    2.3 There are no breaks during the test session. You must request and have the permission of the test monitor if you have to go to the restroom. Candidates requesting to go to the restroom must do so accompanied by a test monitor. The test time will not be extended for anyone requesting to go to the restroom.

    2.4 You must not communicate in any way with other candidates, glance at another candidate's answer sheets, bring in notes of any kind, make disturbance, or affect other candidates' performance. Violators will be required to leave the test room immediately and the candidacy revoked.

    2.5 If you are found involve in malpractice of any sort, you will be required to leave the test room immediately with your candidacy revoked. You may not register for the same test in 3 years.

    2.6 If you do not follow the instructions of the Test Monitor or fail to abide by the Regulations, you will be required to leave the test room immediately with your candidacy revoked.

    2.7 Follow the Test Monitor's instructions in case of any unexpected incidents during the test session.

3. After the Test

    3.1 If you finish the test before the session ends and volunteer to stop the test, you should exit the test room, leave the Test Book and Answer Sheet on desktop or hand them over to the Test Monitor.

    3.2 Do not linger, make any noise, involve in discussion in areas nearby after exiting the test room.

    3.3 If any candidate is found to be involved in any incident that may affect the fair administration of the test, it shall be immediately reported to the Test Administration Board for decisions.

Procedures in Handling Malpractice

	Infraction/Malpractice	Related Regulation	Response Measures
1	Candidate enters Test Room more than 10 minutes late.	Test Room Regulation #4	Entry denied. If a candidate forcefully enters, remind him/her that the candidacy is revoked and no transcript is to be issued. Take note of the candidate's name and arriving time on the Log Sheet for report to the Administration Board.
2	Candidate leaves Test Room within first 40 minutes after test begins.	Test Room Regulation #4	Exit denied. If the candidate persists, remind him/her that the candidacy is revoked and no transcript is to be issued. Take note of the candidate's name on the Log Sheet for report to the Administration Board.
3	Candidate lacks proper identification (citizenship/social security card, driver's license or passport).	Test Room Regulation #5	Entry denied. If a candidate forcefully enters, remind him/her that the candidacy is revoked and no transcript is to be issued. Take note of the candidate's name on the Log Sheet for report to the Administration Board.
4	Candidate glances around, talks, attempts to look at another's test, or allows another to look at his/her test.	Test Room Regulation #6	Give a serious warning. If necessary, rearrange seating. Warn him/her that the candidacy may be revoked. Take note of the candidate's name on the Log Sheet for report to the Administration Board.
5	Candidate passes notes, copies, uses cheat-sheets, exchanges answer cards, etc.	Test Room Regulation #6	Confiscate related evidence. Warn him/her that the candidacy may be revoked. Take note of the candidate's name on the Log Sheet for report to the Administration Board.
6	Test-related writing found on desk, chairs, stationery, body, or carried-in articles.	Test Room Regulation #6	Confiscate and retain the articles for evidence. Whether the evidence can be retained, warn him/her that the candidacy may be revoked. Take note of the candidate's name on the Log Sheet for report to the Administration Board.
7	Candidate smokes, makes noise, or disturbs others.	Test Room Regulation #6	Require immediate discontinuation. If the candidate persists, notify the Test Administration Board to send executives to manage the condition.
8	After leaving the Test Room, candidate lingers and makes noise or announces answers.	Test Room Regulation #6	Require immediate discontinuation. If the candidate persists, notify the Test Administration Board to send executives to manage the condition.

9	Candidate poses as someone else.	**Test Room Regulation #6**	**Warn the candidate that the candidacy is revoked. Take note of the candidate's name on the Log Sheet for report to the Administration Board. The registered candidate and imposter will be banned from the test for three years.**
10	**Candidate takes Question Paper or Answer Sheet out of Test Room.**	**Test Room Regulation #8**	**Immediately stop the candidates and retrieve the test materials and report to the Test Administration Board. Mark the candidate on Log Sheet.**
11	**Continuing to answer after the final bell.**	**Test Room Regulation #9**	**Require immediate discontinuation. If the candidate persists, forcefully retrieve his/her Answer Sheet.** **Warn him/her that the candidacy may be revoked. Take note of the candidate's name on the Log Sheet for report to the Administration Board.**
12	Absent.		**Mark the candidate on the Log Sheet.**
13	**Candidate requests to leave the Test Room due to illness.**		**Communicate with the Test Administration Board to request assistance. Mark the candidate on Log Sheet. If the candidate requests to continue the test, he/she still must finish the test within the set time. The test session may not be extended. (Do not allow the candidate to exit ahead of the set time.)**

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華語文能力測驗題目疑義表
GENERAL COMMENTS/ PROBLEMATIC TEST ITEMS FORM

監試人員簽名 Received by：_____　日期 Date：_____

姓名 Name		考試日期 Test Date	
聯絡電話 Phone Number		考試地點 Test Location	
電子郵件 E-mail		考試等級 Test Level	
題號 Task Number	意見 Comments		

------------------------- 沿線撕下由考生留存 -------------------------
Please tear along line and give it to test takers

感謝您參加本測驗，國家華語測驗推動工作委員會將於二週內以電子郵件或電話回覆您的意見，若有任何問題，歡迎與本會聯繫。

Thank you for taking the TOP test. We will answer your questions by email or phone within 2 weeks. If you have any concerns, please contact us directly.

電話 Phone Number：886-2-33433900　　電子郵件 E-mail：service@sc-top.org.tw

監試人員簽名 Received by：_____　日期 Date：_____

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答案卡劃記方式 How to mark on the Answer Sheet

1. 所有的答案都必須作答在答案卡上，在題本上作答不計分。

Answers are to be marked **on the Answer Sheet**. Do not mark on the Question Paper.

2. 題目都是單選題，如果選了兩個以上的答案，將不予計分。

There is **only one correct answer** for each test item. Giving more than one answer to an item will result in the loss of point for that item.

3. 請用 2B 鉛筆作答，不要用原字筆。

You should mark on this Answer Sheet **with a 2B pencil** rather than a ballpoint pen.

答案卡樣式 Sample Answer Sheet

● 劃記正確方式 Correct Marking

請塗黑、塗滿。

Please mark the answer clearly and fully in the slot.

● 劃記錯誤方式 Incorrect Marking