

# 臺北醫學大學教師監考要點

## Taipei Medical University Guidelines of Invigilator\*

81年07月09日 80學年度第2學期第2次教務會議修訂通過  
Amended and approved at the 2<sup>nd</sup> Academic Affairs Committee Meeting on 2<sup>nd</sup> semester of 80 academic year calendar on July 9<sup>th</sup>, 1992

90年01月10日 89學年度第1學期第2次教務會議修訂通過  
Amended and approved at the 2<sup>nd</sup> Academic Affairs Committee Meeting on 1<sup>st</sup> semester of 89 academic year calendar on January 10<sup>th</sup>, 2001

90年05月11日 89學年度第2學期第3次教務會議修訂通過  
Amended and approved at the 3<sup>rd</sup> Academic Affairs Committee Meeting on 2<sup>nd</sup> semester of 89 academic year calendar on May 11<sup>th</sup>, 2001

90年09月10日 90學年度第1學期第1次教務會議修訂通過  
Amended and approved at the 1<sup>st</sup> Academic Affairs Committee Meeting on 1<sup>st</sup> semester of 90 academic year calendar on September 10<sup>th</sup>, 2001

93年02月23日 92學年度第2學期第1次教務會議修訂通過  
Amended and approved at the 1<sup>st</sup> Academic Affairs Committee Meeting on 2<sup>nd</sup> semester of 92 academic year calendar on February 23<sup>rd</sup>, 2004

101年11月29日 101學年度第1學期第2次教務會議修訂通過  
Amended and approved at the 2<sup>nd</sup> Academic Affairs Committee Meeting on 1<sup>st</sup> semester of 101 academic year calendar on November 29<sup>th</sup>, 2012

107年03月15日 106學年度第2學期第1次教務會議修訂通過  
Amended and approved at the 1<sup>st</sup> Academic Affairs Committee Meeting on 2<sup>nd</sup> semester of 106 academic year calendar on March 15<sup>th</sup>, 2018

108年12月02日 108學年度第1學期第2次教務會議修訂通過  
Amended and approved at the 2<sup>nd</sup> Academic Affairs Committee Meeting on 1<sup>st</sup> semester of 108 academic year calendar on December 2<sup>nd</sup>, 2019

109年03月11日 108學年度第2學期第1次教務會議修訂通過  
Amended and approved at the 1<sup>st</sup> Academic Affairs Committee Meeting on 2<sup>nd</sup> semester of 109 academic year calendar on March 11<sup>th</sup>, 2020

109年04月30日 北醫校教字第1090001442號令修正，全文8條  
Amended by document No. 1090001442 TMU Xiao Jiao Tze on April 30<sup>th</sup>, 2020 for 8 articles

第一條 本校為使監考作業有所依據，特訂定「臺北醫學大學教師監考要點」（以下簡稱本要點）。

Article I These guidelines are enacted to make a basis of invigilation.

第二條 監試由各主授教師負責安排各考試監試人員，凡本校教職員工生及附屬醫院住院醫師級（含）以上醫師、本校研究所學生及碩士級以上研究助理，均可擔任監試人員。必要時，得由授課單位協助之。

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\*The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

Article II Each instructor is responsible for arranging each invigilator in each examination. Faculty, staff and master's or doctoral degree research assistant in TMU as well as resident, chief resident, fellow and visiting staff in affiliated hospital are able to represent invigilator. If necessary, the teaching unit will assist.

第三條 監試人員名單請於規定期限內至教務系統期末考試回覆填寫，以利期末考試日程表之發送。

Article III Please indicate the list of invigilators on TMU Academic system before deadline in order to facilitate sending schedule of final exam.

第四條 考試之方式

- 一、期中考：以隨堂考試方式（請在當節上課時間內或上班時間內）舉行。學生人數未超過約 62 人（大教室）約 54 人（中教室）請勿分班考試，以節約人力，並請儘可能依行事曆排定日期考畢。
- 二、期末考：選修科目請自行擇期考試，學生人數未超過約 62 人（大教室）約 54 人（中教室）請授課教師親自監考，學生人數超過須分班考試時，可另請監考教師。必修科目若須自行提早考試或採其他方式評核，請於教務系統回覆考試方式，經課務組確認後，則不再安排考程與監試，其餘科目由課務組統一編排。

Article IV Way to examination:

- A. Mid-term exam: Hold the examination as quiz. If the number of students is less than 62 or 54, please do not divide into classes to save manpower and accomplish the exam by schedule as possible.
- B. Final exam: Please select the date of examination of elective subjects. If the number of students are less than 62 or 54, the instructor has to invigilate by himself or herself. If the number of students are more than 62 or 54 and making it necessary to divide the group into classes, it is permitted to find other invigilators. If exam of compulsory subject is needed to be held earlier, or having other Grading standards, please reply to TMU Academic system first. After confirmed by curriculum section, it is no longer to arrange exam and invigilation.

The remaining subjects will be unified and arranged by curriculum section.

第五條 考試時間與司鈴方式

考試區分		考試時間
上午	第一節	9:00-10:10
	第二節	10:40-11:50
下午	第三節	2:00-3:10
	第四節	3:40-4:50

- 一、考試開始 20 分鐘後不得入場
- 二、考試開始 40 分鐘內不得出場
- 三、考試開始及結束各打一次鈴

Article V Time of examination and bell ringing procedure

Sections of exam		Time of exam
Morning	First section	9:00-10:10
	Second section	10:40-11:50
Evening	Third section	2:00-3:10
	Fourth section	3:40-4:50

- A. Entry into the classroom is not allowed 20 minutes prior to the start of exam.
- B. Leaving the classroom is not allowed 40 minutes prior to the start of exam.
- C. Bell will be rung once at the start of exam and at the end of exam.

第六條 提前考試須與校方規定考試時間相同為原則。

Article VI Advance examination shall follow the same specified time of examination as principle.

第七條 授課教師及監視教師應依臺北醫學大學考試規則嚴格執行監考，以維公平原則及建立良好考試風氣。

Article VII To maintain the principle of fairness and establish a good examination

atmosphere, instructor and invigilator shall be strict in invigilating following by Taipei Medical University Examination Regulations.

第八條 本要點經教務會議通過後公告施行；修正時亦同。

Article VIII These guidelines become effective after approval by the Academic Affairs Committee. Amendments follow the same procedure.