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Notice on Issuing the *Examination Management Regulations of Kunming University (Revised)*

All units of the University:

To further strengthen the development of examination conduct and study style, and consolidate the standardized, systematic and scientific management of examination work, the *Examination Management Regulations of Kunming University (Revised)*, reviewed and approved at the 17th President's Office Meeting of 2024, is hereby issued to all units. Please observe and implement it accordingly.

Kunming University
May , 2024

Examination Management Regulations of Kunming University
(Revised)

Chapter I General Provisions

Article 1 These Regulations are formulated in accordance with the *Higher Education Law of the People's Republic of China*, the *Regulations on the Administration of Students in Regular Institutions of Higher Education* issued by the Ministry of Education, other relevant laws, regulations and departmental rules, and in combination with the actual situation of the University, for the purposes of standardizing examination management, enforcing examination conduct and discipline, promoting the development of study style, and mobilizing the enthusiasm of teaching and learning.

Article 2 Examination is an essential link in the teaching process, a core means to test teaching effectiveness and guarantee teaching quality, and the primary method to assess students' academic performance. Examination management shall adhere to the principles of fairness, justice, objectivity and rigor, so as to ensure the institutionalization of examination work and the authenticity of examination results.

Chapter II Organizational Structure

Article 3 For national educational examinations and various social examinations, where the organizing authorities have specific provisions on examination organization and implementation, such provisions shall prevail; where no provisions are specified, the relevant organization measures under these Regulations shall apply.

Article 4 The University's examination work is organized and implemented by the Academic Affairs Office under the leadership of the President. The Academic Affairs Office, as the macro management department for University-wide examination work, is responsible for the planning and regulation of all examination affairs.

Article 5 Each faculty/school shall establish an examination working group, composed of the Vice Dean in charge of teaching, teaching secretaries and heads of teaching and research offices. The group is mainly responsible for the organization, arrangement, test paper design, grading, supervision and inspection, as well as analysis and summary of examination work within its own unit.

Article 6 All teaching units shall be responsible for the communication and implementation of examination work, and shall duly complete the following preparations before examinations:

Article 7 Study and implement the University's measures, requirements and arrangements for strengthening examination work, clarify job responsibilities and assign accountability to specific posts and individuals. Conduct pre-examination invigilator training: organize teachers to study University examination regulations including the *Examination Management Regulations of Kunming University* and the *Emergency Response Plan for Examination Work Emergencies of Kunming University*; educate teachers to perform examination duties conscientiously with a high sense of responsibility for teaching and students, strictly abide by and implement all rules and regulations on course examinations, and resolutely oppose all acts violating professional ethics and examination discipline.

Article 8 Conduct pre-examination student education: strengthen integrity education and warning education for students; organize students to study systems including the *Examination Room Discipline of Kunming University* (Appendix 1) and the *Measures for the Identification and Handling of Students' Examination Violations*

and Cheating of Kunming University, so as to make students fully aware of the consequences and harms of violations and cheating, consciously abide by examination room discipline, and voluntarily maintain examination order.

Chapter III Assessment Methods

Article 9 Assessment methods may be flexibly arranged according to course characteristics. The methods shall be conducive to cultivating students' comprehensive abilities of practical operation, oral expression and critical thinking, and conform to course requirements and talent training objectives.

Article 10 Examinations may be conducted in forms such as written examination and computer-based examination. Written examinations may take the form of closed-book, open-book, experiment, design or investigation report, or adopt combined modes such as written examination plus computer-based operation, or closed-book plus open-book assessment.

Article 11 All courses specified in the teaching plan, including practical teaching links such as experiments, internships, course projects and graduation theses (designs), shall be subject to assessment.

Chapter IV Test Paper Design and Management

Article 12 Test paper design must conform to syllabus requirements, reflect the basic requirements of the course, with accurate content and precise wording.

Article 13 The examination scope shall cover the core teaching content of the course. Question types shall be scientifically and reasonably set, striving to organically integrate abilities such as memorization, understanding, application and innovation, with particular focus on assessing students' ability to analyze and solve problems.

Article 14 The difficulty and depth of test questions shall be moderate. The question volume shall be appropriate for most students to complete within the specified time. Except for special courses, the standard examination duration is 120 minutes.

Article 15 Examination papers shall be drafted by course teachers designated by the teaching and research office of the course-offering unit, and approved by the head of the teaching and research office and the Vice Dean in charge of teaching.

Article 16 Test papers shall be designed using the standard template provided by the Academic Affairs Office. The paper shall include elements such as scoring frame, grader's signature and course number. All papers shall be printed on A4 paper, proofread, and submitted to the Academic Affairs Office within the specified time.

Article 17 In principle, three sets of test papers (Set A, Set B and Set C) must be prepared for closed-book written examinations, with consistent difficulty, scope and question types. The repetition rate of questions among the three sets shall not exceed 10%. The three sets shall be used for the final examination, deferred examination and retake examination respectively.

Article 18 Personnel who design or have access to test papers shall not disclose test questions in any form. In case of leakage or disguised leakage of test questions, remedial measures shall be taken immediately, and the liability of the persons concerned shall be investigated.

Article 19 The test paper designer shall first submit the sample paper to the head of the teaching and research office for approval. The Vice Dean in charge of teaching shall carefully review whether the question content is appropriate, the paper format is standardized, and the wording is accurate. If problems are found, the designer

shall be required to revise. Serious consequences caused by negligent review shall be dealt with seriously in accordance with relevant regulations.

Article 20 After approval, the test paper designer shall place the final paper version (including question booklet and answer booklet), reference answers and scoring criteria into separate sample paper bags and answer bags, seal the bags, sign across the seal, and submit them to the course-offering unit. The cover of each bag shall indicate information such as course number, course name, assessment method, and number of pages.

Article 21 Test papers for official use shall be randomly selected by the course-offering unit from sealed sample papers. Each teaching unit shall assign a teaching secretary or designated staff to deliver the papers to the Test Paper Printing Room of the Academic Affairs Office at the specified time (generally the 13th week of the semester), and complete the handover formalities conscientiously.

Article 22 Before sending papers for printing, the delivery staff shall mark the number of examination rooms, number of examinees, number of paper copies, examination classrooms and other information on the cover of the sample paper bag according to the examination arrangement. They shall also prepare sufficient examination room paper bags (containing sealing slips, examination room rules, invigilator responsibilities and other materials), and mark examination time, venue, invigilators and other information on each bag (bag stickers printed by the academic affairs system are acceptable).

Chapter V Printing and Packaging of Test Papers

Article 23 Test papers and related printing materials are classified as University working secrets. The Academic Affairs Office shall select personnel with sound political awareness and professional expertise to undertake test paper printing, and maintain a relatively stable staffing.

Article 24 The printing unit shall be responsible for the printing quality and quantity of test papers, as well as confidentiality during the whole process from printing to delivery. Strict signature formalities must be implemented for test paper handover.

Article 25 The printing unit shall assign dedicated staff for test paper acceptance and delivery. The course-offering unit shall assign dedicated staff for test paper delivery and collection, and complete relevant formalities with valid work certificates. Specific requirements are as follows:

(1) When accepting test papers, the printing unit shall unseal the sample paper bag in the presence of the delivery staff, check whether the contents, number of examination room bags and cover information are consistent with the information on the sample bag cover, and sign for confirmation after verification.

(2) If there are errors in the contents of the sample bag, it shall be re-sealed in the presence of the delivery staff, signed across the seal by both parties, and then brought back to the course-offering unit by the delivery staff. The error situation shall be reported to the Academic Affairs Office simultaneously.

(3) When delivering test papers, the printing unit shall count with the collection staff face to face to verify that the seals of sample paper bags (printed papers are returned to original bags, re-sealed and signed across the seal by printing staff) and examination room bags are intact, and that the quantity and cover information of examination room bags are correct.

Article 26 The printing unit shall typeset, print, bind and package test papers in accordance with the final version and printing requirements provided by the course-offering unit. Question booklets and answer booklets shall be bound separately, placed together in the examination room paper bag, sealed, and signed across the seal by packaging staff.

Article 27 Printing and packaging of test papers shall be completed three days before the course examination. All test paper printing work shall be carried out in a closed confidential venue, and no non-working personnel shall be allowed access during the process.

Article 28 Waste pages and printing originals generated during test paper printing and binding are confidential materials. They shall be cleaned up promptly, placed in recycling bins, and centrally destroyed by the printing unit after the end of the semester.

Chapter VI Transportation and Storage of Test Papers

Article 29 Test papers must be transported in sealed condition. Under no circumstances shall test papers be out of the sight of on-site transporters during transportation. In case of abnormal situations, the person in charge of the course-offering unit and the Academic Affairs Office shall be notified immediately.

Article 30 Final versions of paper-based test papers shall never be transmitted via the Internet. For electronically administered examinations, test papers must be fully encrypted for network transmission.

Article 31 Responsibilities of the printing unit: Ensure the safety of the test paper printing process. Set up a secure confidential printing room with standardized safety protocols and operating procedures, dedicated to the acceptance, typesetting, printing, binding and packaging of test papers and other examination materials. Set up dedicated confidential rooms and cabinets for storing examination materials, with test papers stored in separate cabinets by course-offering unit.

Article 32 Responsibilities of course-offering units: Set up secure confidential test paper storage rooms and cabinets for storing examination materials such as final paper versions, reference answers, scoring criteria and examination room papers. Distribute sealed test papers by examination room 30 minutes before the examination starts.

Article 33 Responsibilities of the Security Office: Take effective measures to strengthen security work including fire prevention, theft prevention and water damage prevention at test paper printing and storage sites (including storage sites of all course-offering units), so as to guarantee the safety of examination papers.

Article 34 Test papers shall be sealed according to the number of examinees per room (with two spare copies per room) and used on the examination day. No person shall unseal test papers without authorization before the examination. In case of test paper leakage, the Academic Affairs Office shall be reported immediately to take responsive measures, trace the cause and investigate liability.

Chapter VII Examination Implementation

Article 35 All teaching units shall submit the assessment plan for all courses offered by their units (including assessment methods, applicable groups, test paper setters, etc.) to the Academic Affairs Office for filing in the 10th week of the semester. For public courses, the Academic Affairs Office shall uniformly formulate the

examination plan and arrange venues. For specialized courses, each teaching unit shall formulate the plan and arrange venues independently.

Article 36 Once announced, examination arrangements shall not be altered. Under special circumstances where adjustment to examination time or form is truly necessary, an application shall be submitted at least two weeks in advance, approved by the leading official in charge of teaching of the course-offering unit, and then submitted to the Academic Affairs Office for review and filing.

Article 37 Invigilation must be undertaken by faculty members. In principle, logistics staff and temporary employees are not eligible for invigilation. An examination room with no more than 50 students shall be staffed with two invigilators; a room with more than 50 students shall be staffed with three invigilators.

Article 38 Duties of invigilators:

(1) Collect test papers at the designated location 30 minutes before the examination starts, then proceed directly to the examination room. It is forbidden to take test papers to other places. Write the invigilator's name on the upper right corner of the blackboard.

(2) Carefully verify students' identification documents (ID card, student ID card; admission ticket is also required for national educational examinations and grade examinations, subject to on-site requirements) before the examination. Strictly prevent students without valid documents from taking the examination, and prohibit candidates with incomplete or mismatched documents from participating.

(3) Inspect and clear the examination room, instruct candidates to take seats as required, organize sign-in, and read out the *Announcement for Examination Rooms*.

(4) Unseal the test paper bag in public 5 minutes before the examination starts, distribute papers to students one by one, require students to fill in their class, student number and name, and verify the information before the examination ends.

(5) Remind students of the remaining time 15 minutes before the examination ends.

(6) When the time is up, immediately require students to remain seated, place answer sheets and draft papers face down on the desk. Students may leave only after invigilators have collected and counted all answer materials (including answer sheets, question sheets, draft papers) correctly.

Article 39 Requirements for invigilators:

(1) Consciously accept supervision from chief examiners and roving inspectors. Invigilators who fail to arrive or are late shall be deemed as teaching accidents.

(2) Strictly perform duties, shall not be absent or late, and shall not arbitrarily shorten or extend examination time.

(3) Prohibit smoking, chatting, reading, using electronic devices or other acts inconsistent with invigilation duties in the examination room.

(4) Prohibit leaving the examination room without authorization. If invigilation cannot be continued due to special circumstances, approval must be obtained from the faculty-level chief examiner or deputy chief examiner, and the invigilator may leave only after the replacement arrives.

(5) Maintain silence in the examination room (especially during foreign language listening tests). If unable to answer a candidate's question, report to the chief examiner or roving inspector promptly.

Article 40 Invigilators shall strictly maintain examination room discipline. Students violating discipline shall be warned promptly. For serious violations or cheating, the *Examination Violation/Cheating Confirmation and Discipline Approval*

Form for Students shall be completed in a timely manner. After signing by the invigilator and the violating student, the student shall be ordered to leave the room. If an invigilator indulges or conceals violations/cheating, once verified, the invigilator shall be held liable according to the severity of the circumstances.

Article 41 The Academic Affairs Office and the Teaching Quality Monitoring Center are responsible for supervising the entire examination process.

Article 42 All secondary colleges shall strengthen supervision and inspection of the examination process, organize faculty-level roving inspection independently, enhance duty education for invigilators, enforce examination discipline, attach importance to examination management, implement rectification measures earnestly, and solidly promote the construction of examination conduct and discipline, so as to create a sound examination environment for students.

Chapter VIII Paper Grading, Review and Archiving

Article 43 Test paper grading shall be organized uniformly by the teaching and research offices of each secondary college. For courses taught by more than two teachers (with unified test paper design), collective grading with division of labor shall be adopted. Each grading group shall elect a group leader in advance to take charge of the grading work.

Test papers must be graded objectively and impartially in accordance with reference answers and scoring criteria.

Article 44 Teachers shall grade each paper in strict accordance with scoring criteria, ensuring accurate judgment without arbitrary score adjustment. Grading shall be standardized: point scores shall be marked for each scoring point, then summed and verified to fill in the question score, and finally the total score shall be calculated, verified and filled in.

Article 45 Course teachers shall complete grading within two weeks after the final examination. After verification, scores shall be entered into the academic affairs management system within three weeks after the examination.

Article 46 After all score entry is completed, the head of the teaching and research office shall organize teachers to analyze the reliability, validity, difficulty and discrimination of examination results, as well as the causes of common and typical errors in test papers.

Article 47 Each teaching unit is responsible for responding to and handling students' inquiries about examination scores, and determining score corrections and adjustments. All errors shall be corrected.

Article 48 Students who have doubts about their scores or consider grading unfair may submit a written application for review in the third week of the semester. Upon receipt of the application, the Vice Dean in charge of teaching of the course-offering unit shall designate personnel to conduct the review. Reviewers shall generally be the original grading teacher and the head of the teaching and research office.

Article 49 Reviewers shall strictly verify whether grading is correct and standardized, and whether score summation is accurate, in accordance with scoring criteria. If errors are found, the correction shall be signed or sealed by the reviewer. For disputes over grading results, the teaching unit shall organize experts to make a ruling.

Article 50 If scores are changed after review, the reviewing teacher shall correct the test paper and submit the *Course Grade Change Approval Form* through the OA

system to update the scores. All teaching units shall complete the review work within the fourth week.

Article 51 After grading, score entry, analysis and verification, test papers of examination courses shall be bound into volumes by teaching class.

The volume shall be arranged in the following order: candidate sign-in sheet; student score sheet; reference answers and scoring criteria; score analysis; test paper quality analysis; students' test papers.

Article 52 All graders and reviewers shall sign on the cover. After binding, test papers shall be archived by academic year and semester by the course-offering unit. Test papers shall be retained for three years after students' graduation, for the purposes of consultation, student status management, teaching quality evaluation and professional accreditation.

Chapter IX Supplementary Provisions

Article 53 These Regulations shall be interpreted by the Academic Affairs Office and shall come into force as of the date of promulgation.

Annex 1

Examination Room Discipline of Kunming University

1. Students shall participate in course assessments as scheduled. Once the assessment starts, students present in the room are deemed to have participated and shall not apply for deferred examination.

2. Students must bring valid identification documents (ID card, student ID card; admission ticket is additionally required for national educational examinations and grade examinations, subject to on-site requirements). Students with incomplete documents shall be denied entry. Those with mismatched identity and documents shall be dealt with as disciplinary violations.

3. Students are strictly prohibited from bringing electronic devices with storage and communication functions (mobile phones, tablets, smart watches, etc.) into the examination room. Violators shall be punished in accordance with University regulations.

4. Students shall enter the room ten minutes in advance, take seats as arranged by invigilators, and shall not change seats without permission. After seating, valid documents shall be placed on the upper left corner of the desk for verification.

5. Students shall clear personal belongings from their seats. Items irrelevant to the examination shall be placed on the podium collectively. Examination supplies shall not be borrowed between students without permission. Only draft paper issued by invigilators may be used; self-brought draft paper or notebooks are prohibited.

6. Thirty minutes after the examination starts, late students shall not be admitted and shall be recorded as absent.

7. Before answering, students shall carefully fill in their name, student number and other information, verify the examination subject, and answer in the designated area. If the test paper is illegible, students may raise hands to inquire, but shall not ask for interpretation of question meaning. Bound test papers shall not be disassembled.

8. Students shall strictly abide by examination discipline, maintain silence, and complete answers independently within the specified time. Peeking, whispering, gesturing, carrying notes and other acts undermining fairness are strictly prohibited. Plagiarism, intentionally allowing others to plagiarize, and assisting others in cheating are strictly forbidden.

9. During the examination, students who have not submitted papers shall not leave the room without reason. Students who leave shall not re-enter to continue answering. Special circumstances shall be handled with the invigilator's approval.

10. If early submission is allowed, students may submit papers and leave 30 minutes after the examination starts. Students submitting early shall close their papers with the written side facing up, and leave the room immediately after the invigilator's approval. Loitering or making noise in or near the examination room is prohibited.

11. When the end of the examination is announced, students shall stop answering immediately, arrange papers neatly with the written side facing down, stand up and leave quickly. No one shall delay submission for any reason. Otherwise, invigilators may record the incident and impose penalties, including invalidation of the test paper.

12. Students shall obey the management of invigilators in the room. Invigilators have the right to handle incidents in the room in accordance with regulations. Students who violate discipline or cheat shall write a written self-criticism. The University shall

impose penalties in strict accordance with the *Measures for the Handling of Examination Violations and Cheating of Kunming University*, based on the nature of the violation, the student's attitude towards admitting mistakes, and the severity of the circumstances.