

Chiang Mai University Regulations
Concerning Student Examinations
B.E. 2554

To ensure the order, smoothness and efficiency according to the education management of Chiang Mai University, by virtue of Section 25 (3) of the Chiang Mai University Act B.E. 2551 and with the consent of the meeting of the Chiang Mai University Council No.9/2554 on September 17, 2554, this Chiang Mai University Regulations Concerning Student Examinations was issued as follows:

Clause 1. These regulations shall be called “Chiang Mai University Regulations Concerning Student Examinations B.E. 2554”

Clause 2. These regulations shall come into force upon their publication in the Government Gazette.

Clause 3. The Chiang Mai University Regulations Concerning Student Examinations B.E. 2534 shall be repealed.

All other regulations, orders, rules or announcements which are contained herein or are inconsistent herein shall be replaced by these regulations.

Clause 4. In these regulations:

“University” means Chiang Mai University.

“Faculty” means an academic section dealing with the teaching of students.

“President” means the president of Chiang Mai University.

“Student” means a Chiang Mai University student.

Clause 5. The president shall have the care and charge of these regulations and in the case of any problems with implementation, the president shall take them to the Academic Council for final decision.

Chapter 1

Prohibition and Compliance

Clause 6. An examinee must always strictly comply with the prohibition and compliance in this chapter.

Clause 7. A student who takes an exam must comply with the Chiang Mai University Regulations Concerning Student Uniforms.

Clause 8. A student must not make loud noises or cause any disturbance or act indecently in an examination room or the vicinity.

Clause 9. A student must not enter the examination room later than 15 minutes after the examination has begun and a student cannot leave the examination room during the first 30 minutes of the exam unless permission is granted by the Dean or an authorized person.

Clause 10. A student must not bring articles to be used in the examination such as a ruler with formulas or content related to the examination, a calculator, a watch with a calculator, a communication tool, a calculation tool, a piece of paper with statements or pictures related to the examination or any other items of similar features. Only pens, pencils, a pencil sharpener, eraser, a compass or a ruler without statements relevant to the examination or items previously announced by the examination proctor to be allowed can be brought in.

Bringing in any of the prohibited items into the examination room is considered examination cheating.

Clause 11. If a student needs something during the examination, he should raise his hand and inform the examination proctor of it and get permission for further action.

Clause 12. When the examination proctor informs of the time running out, the student must turn in the examination paper and leave immediately.

Clause 13. It is prohibited to take any examination paper or other kind of paper used in the examination out of the examination room.

Chapter 2

Procedures

Clause 14. The faculty shall prepare the cover for the examination book as specified by the university.

Clause 15. Prior to the examination, the examination committee shall announce to the students about the prohibitions and permission for the items to be brought into the examination room according to Clause 10. A student who is caught bringing in a prohibited item shall be punished for examination cheating.

Clause 16. A student who violates the regulations or show signs of violating the prohibitions and compliance of examinations in Chapter 1 shall be cautioned by the examination proctor and failure to obey the reprimand shall result in the student's being taken out of the examination room and the proctor shall report it to the Dean for student discipline. This is a separate case from 15 minutes late for the examination or the cases of Clause 10.

Clause 17. A student who is suspected of cheating will be ordered to stop the examination and submit the examination paper to the examination proctor. Evidence of the cheating will be gathered and the crime will be recorded on the exam paper or answer sheet and the record form with the signature of the exam proctor and committee as instructed by the university – Or any other act of evidence collected to prove the cheating. The case will be reported to the Dean to further follow up on the case according to the University Regulations on Student Discipline.

Clause 18. When a student is accused of cheating in an examination, an investigation must be conducted following the university discipline regulations. And if the results show that it was true, the student will be punished by suspension from the study for one regular semester or being taken out of the student list. The student will receive F or U for the course wherever the case applies.

Clause 19. IF it is evident that leaking has occurred in an examination prior to the exam time, the president or an authorized person shall have the authority to order the suspension of the examination. And even though the grading has been done and the letter grades were assigned for the course, the examination will be void and another examination must be arranged.

Given on October 22, B.E 2554

Professor Emeritus Kasem Watanachai
Chairman of the Chiang Mai University Council.

(Example of an examination cover sheet)

No. _____

Faculty Seal

Examination (<u>Mid-term/Final/ Number of times</u>)
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Course (Clearly typed)

Section (Clearly typed)

Semester (Clearly typed)

Academic Year (Clearly typed)

Chiang Mai University

Name Last Name..... Student Code.....

Directions

1. This examination has (clearly typed) pages (including the cover sheet) for a total number of (clearly typed) items
2. Before letting the students in, the proctor should announce to let the students know about what can be allowed to be brought into the examination room and what cannot be brought in.
3. Students must clearly write their name – last name and code number.
4. Before the examination starts, the proctor should announce to all the students in the room the name of the course, examination time, the room number and practical rules in taking the examination.
5. Students are expected to follow the proctor's instructions earnestly and if during the exam, a student needs anything, he should raise his hand and inform the proctor of his need.
6. Any act of cheating in the examination is considered a serious violation of the discipline and is due for the most severe punishment ranging from one regular semester suspension from the study to being taken out of the student list according to Chiang Mai University Regulations Concerning Discipline and Disciplinary Punishment of a Student B.E. 2010.
7. Any examination cheating will result in receiving F or U for the course.
8. The Chiang Mai University Regulations Concerning Student Examinations B.E. 2555 must be strictly observed

NOTE

Office _____

Place _____ Date _____

Subject: Student cheating in an examination

To: Associate Dean for Academic Affairs

By Faculty Order.....No.....The Midterm/Final exam was set for Semester
.....Academic Year.....for the course.....

held on.....Time.....Room.....

for which I (Mr./Miss/Mrs.)..... was a proctor.

During the examination it was found that (Mr./Miss/Mrs.), a student in
the faculty of, student code.....behaved in a cheating manner in
the examination of the course.....the evidence of which is hereby included,

Number.....

For your acknowledgment and further action.

.....

(.....)

Examination Committee (Proctor)

...../...../.....

.....

(.....)

Examination Committee

...../...../.....

To the Dean

I hereby admit without being faced that I have
done the aforementioned act in the examination
of Course..... in Semester...../.....

.....

(.....)

For your consideration to carry out the
disciplinary punishment according to the Chiang
Mai University Regulations on Discipline and
Student Discipline B.E 2010

.....

(.....)