

Rules and Regulations for Online Qualifying Examination (QE)

1. Please carefully read and understand the details of QE regulations and follow strictly. Before taking the QE, the necessary forms must be signed by the examinees and returned within one week.
2. The examinees must agree to follow the rules and regulatory practices while testing for the QE.
3. The examinees must sign-in and connect with the Zoom link at least 30 minutes before the exam starts. During this process, the staff will check and permit the set up for writing the answers.
4. The examinees must sit in a private room (alone) while taking the exam. Before starting, do not allow others to be present, or else the examinee will be accused of fraudulent practice.
5. The operating staff will not allow the examinees to inquire and contact others during the QE exam.
6. When the staff posts the question files on Zoom, the program will begin recording and the examinee can start to take the QE exams.
7. The examinees must set two-camera for Zoom recording while taking the QE exams.
8. The first camera is set at the front of examinees and the second camera displayed on the monitor desktop. Both cameras must be clearly record while taking the QE exams; examinee must ensure that there is no screen capture blocking before beginning the exam.
9. The third camera will have the record the face of examinee and the back should be clear. Do not allow other people in the room, or modify the background, or edit the video. If that is done, the exam will be cancelled.
10. Table setting must be distant to any door and/or window; during the exam the examinee is not allowed to go outside, and keep the microphone on during the examination time. Examinees are not allowed to speak with the others. If they need help, they must notify the staff or type message on the Zoom program.

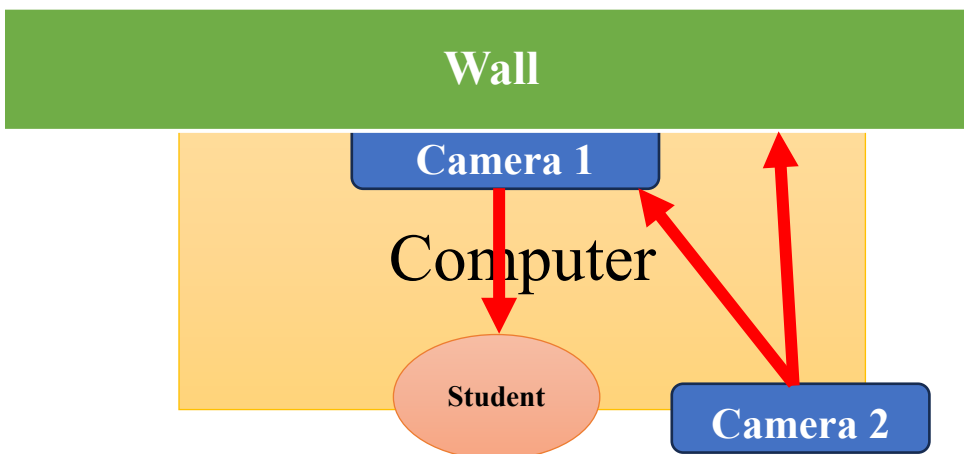
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11. Examinees are not allowed to use computer headphone; allowed to listen and use speaker only.
12. Examinees are not allowed eating and drinking while taking the exams.
13. Examinees are not allowed to go to the outside and bathroom while taking the exams, if video did not record, the exams will be voided.
14. The examinees must write the answers to the questions that are set on the central monitor recording. While taking the exams examinees are not allowed to open the books or any other channels.
15. Examinees are allowed the use Microsoft Word for typing answers only; and are not allowed to use AI programs/ software to help translate and type the answers.
16. While taking the exams, examinees are not allowed to contact others.
17. During the exams, if internet is disconnected, the examinees must immediately use the WeChat/ Line program to contact the staff for reporting the problems. Examinees must prepare mobile internet devices to connect with the Zoom program while internet is shutdown.
18. If the recording monitor lost for five minutes, the exams will be voided.
19. The examinees must prepare the high-speed internet for recording both front and back of examinees during the QE tests.
20. In the case of sending the answer sheets, the examinees can raise the hand, and then the staff will contact with Zoom message.
21. The staff will notify at least 10 minutes before the time runs out. While time is remaining, the examinees must write the name and surname in the answer sheets and then converted files into PDF format. Thereafter, the examinees must send the answer sheets within 1 minute after taking the exam completion. When sending the answer sheets, the examinees must notify the staff for checking the file and then provide to close the QE exams.

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22. After sending the answer sheets, the examinees must not leave the testing room for at least 10 minutes, and are not allowed to contact others, and they must only switch off their computer after the staff gives permission.
23. Examinees are not allowed to use any other communication; and can answer the phone call from the staff only.
24. During the exam time, examinees should not be found to show any dishonest behaviors and intentions.
25. In the case of not following the regulations, and if found that dishonest practices during the exams, the committee will void the QE exam.
26. If the committees found that video recording before and after taking the exams, the committee will cancel and void the QE exam.
27. The results of committee decisions for QE forms are final decision; there is no right to an appeal.
28. The criteria of considering committee decisions for QE results is based on the graduate school and university regulations.

Position of the Student Examinee and the Setting of Cameras



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