

**REGULATIONS FOR MAKEUP EXAMS IN CLC 華語教學中心補考辦法****國立中山大學華語教學中心對外華語進修班學員補考辦法**

- 一、 對象：本教學中心對外華語進修班學員。
- 二、 申請資格：凡符合下列條件者，可檢具相關文件申請提前或延後考試。
  1. 因簽證到期須立即出境辦理簽證者。
  2. 因婚喪喜慶須回國者。
  3. 因生病或受傷無法應試者。
  4. 不續讀生回國機票日期無法更改者。
- 三、 補考相關規定：
  1. 提前或延後考試視為「補考」。
  2. 補考期限：原訂考試日期前後二週內完成考試。例如：原訂考試日期為 8 月 24 日，學生須在 8 月 10 日至 9 月 7 日完成考試。
  3. 補考申請須於考前二週向學生事務承辦人提出申請，學生事務承辦人受理申請將安排補考日期、教室及監試、口試人員。
  4. 補考成績以八折計算。
- 四、 其他未盡事宜依個案處理。

**Regulations for Makeup Exams in Chinese Language Center, NSYSU**

- I. Applicable to: Students who enrolled in CLC.
- II. Requirements: Students who meet the following requirements provided with related documents can apply for makeup exams either before or after the scheduled date.
  - A. Students who have to depart immediately due to the visa expiration.
  - B. Students who have to depart because of important events as weddings or funerals.
  - C. Students who cannot take exams due to illness or injury.
  - D. Students who are not going to continue the study in next term and are unable to change the departure date of the flights.
- III. Makeup Exam Details:
  - A. Exams held either before or after the scheduled date are considered makeup exams.
  - B. Makeup Exam Periods:

Two weeks prior to and after the scheduled exam date are considered makeup exam. For example, assuming the scheduled exam date is August 24<sup>th</sup>, then the applicant has to finish the makeup exam within the period from August 10<sup>th</sup> to September 9<sup>th</sup>.
  - C. Students who wish to take the makeup exam should apply to the CLC office two weeks before the scheduled date. The staff in charge should arrange the exam date, the test site, the supervisor, and the oral proctor accordingly.
  - D. The score of the Makeup Exam should be 80% of the original score.