

Providence University Regulations on Term Exam Monitor Scheduling

Adopted at the Administrative Meeting on October 21, 2015

- Article 1. The Providence University Regulations on Term Exam Monitor Scheduling are established to regulate the monitor scheduling operation to ensure the smooth administration of term exams.
- Article 2. The Term Exams include the Unified Midterm and Final Exams administered by the Div. of Registration and Curriculum.
- Article 3. Midterm and Final Exams are parts of the teaching activities; the course instructor shall assume the role of Head Monitor. If necessary, personnel by the following order can be dispatched to assist the exam administration:
- A. The graduate students recommended by the respective departments.
 - B. The full- or part-time TAs in charge of the laboratory courses.
 - C. The TAs of other courses or the secretaries of the department.
 - D. The staff members of the administrative units.
- Article 4. The monitor scheduling is arranged in line with the following principles. The scheduling is coordinated by the Div. of Registration and Curriculum; the assistant monitors shall not specify the test subjects to be assigned to.
- A. Survey the needs for test monitor assistance from all units for the current semester.
 - B. All departments recommend the qualified graduate students to the monitor assistance task. Within the specified timeframe, the said students can select the time slots that fit their own schedule.
 - C. The remaining monitor tasks shall be assumed by the TAs of laboratory courses.
 - D. Should there be additional monitor tasks to be covered, TAs of other courses or the secretaries of department office will be assigned to the tasks.
 - E. In the following circumstances, the prescribed personnel can be excluded from the monitor assistance tasks; the remaining personnel shall not reject the task assignment.
 1. Those who are pregnant.
 2. Those with conditions that affect the execution of monitoring tasks.
 3. Those with personal conditions that prevent them from the tasks.
- Article 5. The fulltime TAs as a principle may be assigned with the monitoring task for five hours per semester, ten hours per academic year. The overtime in the first semester may be carried over to the second semester. Those accept the on-campus monitoring assignment may have the priority of off-campus monitoring assignments.
- Article 6. The TAs and the department secretaries who have not been scheduled to the monitoring task in one semester should be on the priority list of scheduling in the following semester.
- Article 7. The scheduled monitors shall attend the monitoring by schedule and read the Notes for the Monitors and Exam Monitor Briefing in advance. If the scheduled monitors cannot fulfill the task on the test day, they should notify the Div. of Registration and Curriculum in advance and find the qualified replacement on their own. The replacement must be a full- or part-time faculty and staff or graduate students and shall acquire prior approval of the supervisors of the pertinent units.
- Article 8. Those who failed to fulfill the scheduled monitoring task for twice in an academic year shall be reported by the Div. of Registration and Curriculum to the Office of Personnel and the respective departments for the reference of personnel evaluation.
- Article 9. The monitoring fees are approved and issued based on the University Budgeting Standard. The following personnel are not eligible for claiming monitoring fees:
- A. The instructor of the course.
 - B. The TAs of the Lab courses.
 - C. The staff monitoring during the office hours.
- Article 10. These Regulations shall be approved by the Administrative Meeting and enter into force on the

date of promulgation by the President; the same procedure applies to the amendments.

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