

Chiang Mai University Regulations
on
The Examination of Students
B.E. 2564 (2021)

Examination is a process established by a teacher, department, or university to test the knowledge and skills of students under the established rules and regulations. If a student who has taken the exam does anything that creates an unfair advantage over another student participating in that examination without permission, it will be regarded as a violation of discipline in the examinations set out in accordance with this regulation.

To provide exam management at all educational levels and to ensure that all types of examinations at Chiang Mai University are in line with the current situation and educational management of Chiang Mai University, the university would like to enforce the following measures by virtue of Section 25 (3) of the Chiang Mai University Act B.E. 2551 (2008) and the resolution of the Chiang Mai University Council At the meeting No. 11/2564 on October 30, 2021:

Article 1: This regulation is called, "Chiang Mai University Regulations on the Examination of Students, B.E. 2564 (2021)."

Article 2: This regulation shall come into force from the day following the date of its announcement.

Article 3: All the rules or any other announcements that are in conflict with the provisions of these regulations are to be repealed. These regulations are applied instead.

Article 4: In this regulation,

"University" means Chiang Mai University.

"Faculty" means the Faculties, Colleges or other designated academic units that offer teachings for degree programs under Chiang Mai University.

"President" means the President of Chiang Mai University.

"Student" means a student of Chiang Mai University.

"Examination Committee" means a proctor or a person appointed and authorized by the Board to supervise the examination.

"System Administrator" means a person who has been appointed and authorized by the Faculty to control the online examination.

"Examination" means general examinations and online examinations.

"Examination room" means an examination place or an area designated for testing purposes.

Article 5: The President shall be in charge of this regulation. In the event that there is a problem in practice under this regulation, the President will present the case to the University Board of Directors to judge, and all decisions made by the board shall be final.

Section 1

General Chapter

Article 6: The Faculty shall arrange the examination on the date and time specified by the university unless there is a force majeure event or it is necessary to measure the results over a period of time, where the examination may then be set over a period.

Article 7: Students taking the exam must always strictly comply with the prohibitions and practices in this regulation.

Section 2

General Examination

Article 8: The Faculty shall prepare the cover of the examination paper according to the form prescribed by the University.

Article 9: Students who take the examination must dress according to the dress code at Chiang Mai University.

Article 10: Students are prohibited from making loud noises, cause irritation, or behave inappropriately in the exam room.

Article 11: Students are prohibited from entering the examination room 20 minutes after the start of the examination and students are prohibited from leaving the examination room within 30 minutes after the start of the examination, unless authorized by the person in charge of the course.

Article 12: Students are prohibited from doing the following:

(1) Exhibiting behavior that implies or shows dishonesty in the examination, such as letting another person take the exam on his/her behalf; attempting to look at the answers or allowing other students to see your own answers.

(2) Taking objects that may be useful for examinations to the exam table, such as rulers with formulas or texts related to the examination; calculator-type watch communication tool, any paper or object that contains text or images related to the exam or any other device that can lead to fraud, etc., except items that the person in charge of the course permits to be brought to the exam table.

(3) Taking documents into the examination room, including copying, photographing, or photocopying any part of the documents used in the examination; all acts in this paragraph is considered fraudulent conduct in the examination.

Article 13: Before the examination, the Examination Committee or proctor shall announce to the students about the prohibition and permission to bring items to the exam table. If it is found that any student brings prohibited items to the exam table or acts according to item 12, it is considered a fraudulent act.

Article 14: When a student needs something during the exam students should raise their hand and report their intentions to the Examination Committee or proctor.

Article 15: When the Examination Committee or proctor notifies that the examination time is over, students are required to submit their answer sheets immediately and leave the exam room.

Section 3

Online Examination

Article 16: The committee shall prescribe guidelines, methods, and tools used in online examinations by making an announcement and provide important guidelines such as

(1) The person in charge of the course must have all the students' information, including name-surname, student ID, and telephone number. Information and the readiness of the students must be determined in case students taking the exam have problems with the equipment and system of the examination. The Faculty must have measures to manage, control, and facilitate students.

(2) The student's identity is to be confirmed by showing their student ID card or a card with a photo issued by the government and students should be informed of the examination regulations.

(3) Students are required to enter the online examination system at least 30 minutes before the examination time for clarification of the examination regulations. Check the readiness of the system and the candidates as well as verifying the identity of the student and keep students in the online examination system until the time of the examination.

(4) Establish communication channels during the online examination with the Examination Committee or proctor, this channel may be used in the event of a disruptive emergency situation or any other reason that prevents students from taking the exam.

(5) Appoint Examination Committee or proctor to monitor the online examination. The number of Examination Committee or proctor is not less than 1 person per 30 students taking the exam depending on the method of examination of that faculty.

(6) Appoint an online examination system supervisor to manage and maintain the system and make a video recording of students for every online exam. This video is to be used for retrospective investigation. However, the system administrator may be the same person as the Examination Committee.

Article 17: Students must conduct themselves as follows when taking an online exam:

(1) Students must carefully read the announcements and guidelines for taking online exams and follow them strictly.

(2) Students must arrange to be in a room suitable for the online examination. It must be a private place where no other person enters and exits and is an area used as an online exam room at all times. The table for the online exam must not have anything else on the table except for items that the person in charge of the course permits to be brought into the online exam room.

(3) Students must obey and strictly follow the instructions of the Examination Committee or proctor.

(4) Students must prepare a student ID card or a card with a photo issued by the government to verify their identity when taking the online exam.

(5) Students must dress modestly or as prescribed by the Faculty.

(6) Students must log in at least 30 minutes before the online examination start time or according to the time set by each faculty.

(7) In the event that a student leaves the online examination system due to force majeure or events beyond their control, students must notify the Examination Committee or proctor immediately to fix the problem. The student may record the incident. After the student has entered the online examination system, the Examination Committee or proctor may allow students to take the exam until the deadline for the online exam is due or at the discretion of the person in charge of the course.

(8) Students must keep their cameras on at all times during the online exam and must allow the university to record incidents during the online exam. If anything is different from this case, the Examination Committee or proctor shall notify everyone involved.

(9) Students should turn off their microphones at all times during the online examination unless authorized by the examination committee or proctor.

(10) To engage in any other actions that are not related to the online exam, students must obtain consent or permission from the examination committee or proctor.

Article 18: Students are prohibited from doing the following actions:

(1) Actions or behavior that is dishonest in the online exam, such as letting someone else take the online exam on their behalf, speaking or communicating with other students, or outsiders, attempting to view answers or allow other students to view their own answers via electronic media or other channels.

(2) Bring items that are used or may be useful in the online entrance exam, such as a ruler with formulas or text related to the exam. Calculator-type watch communication or any paper or object containing text or images related to the exam, or any other devices that can lead to fraud, etc., except items that the person in charge of the course has allowed students to take to the online exam.

(3) Copying a picture of the exam, taking a screenshot, or replicating any part of the exam is considered fraudulent conduct.

Section 4 **Disciplinary Proceedings**

Article 19: Any student who does not practice good behavior and does not comply with the prohibitions and rules of general examination (category 2 or 3), 20 minutes after the commencement of the examination, the Examination Committee or proctor shall warn that student. If the student disobeys, the Examination Committee or proctor shall order that student to leave the examination room or exit the examination system in the case of an online examination and report to the Dean who shall consider disciplinary action as per university regulations.

Article 20: When any student is found to exhibit misconduct in the examination, the Examination Committee or proctor shall order that student to stop the examination and submit their answer sheet immediately, then collect evidence that will be used in the commission. The offense shall be recorded in the answer sheet and in a memorandum and will be signed according to the form specified by the university. Any action that is deemed appropriate to be used as evidence that shows that there was fraudulent behavior in the examination will be reported to the Dean for disciplinary action according to the University regulations on student disciplinary proceedings.

Article 21: Students accused of misconduct in examinations will be considered for disciplinary action according to university regulations on student disciplinary proceedings.

Article 22: If the examination content of the course is known to the examinee by any means prior to the start of the exam, the President or the person assigned by the President has the authority to order the revocation of the examination, even if the procedures has been completed. It shall be deemed null and the examination of that subject shall be re-arranged.

Section 5
Remuneration for Conducting Examinations

Article 23: Remuneration for conducting examinations will be disbursed according to the rules and rates prescribed by the University's announcement.

Announced on October 30, 2021.

Kasem Watanachai

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Chairman of the University Council
Chiang Mai University