**Examination Regulations in SFL**

Article 1. Exams are arranged by SJTU Academic Affairs Department and the Academic Affairs Office of each college. The examination schedule shall not be changed once it is settled.

Article 2. Candidates who are unable to take the test for any reason shall apply for a delayed test in accordance with the Supplementary Explanation of Shanghai Jiao Tong University on Applying for the Delayed Examination. Unapproved exam absences will be recorded as zero, and candidates will not be given the chance to retake the exam.

Article 3. Candidates should appear at the examination room at least 10 minutes before the commencement of the examination. Those who have not entered the examination room 15 minutes after the commencement of the examination shall be deemed as giving up the examination. Candidates may hand in their examination papers and leave the examination room no less than 30 minutes after the commencement of the examination.

Article 4. Except for the necessary stationery, other objects, such as schoolbags, textbooks, handouts, notebooks, etc. shall not be brought into the examination room. If they are brought in, they must be placed at the designated place according to the requirements of the invigilator. Violating the rules will be deemed as cheating.

Article 5. Candidates shall remain silent after the commencement of the examination. In case of mistakes, illegible printing of the paper. etc, candidates shall raise their hand so that the invigilators can help fix the issue.

Article 6. Candidates shall remain silent in the examination room and are not allowed to smoke or eat in the room. At the conclusion of an examination, students shall hand in the examination papers and leave the examination room immediately.

Article 7. At the conclusion of an examination, all writing shall cease. If a candidate refuses to hand in his/her examination paper and ignores the invigilator’s request, the invigilator may determine not to collect the examination paper and the grade of the examination for the candidate will be recorded as fail.

Article 8. During the examination period, candidates are generally not allowed to take time off. If candidates are unable to take the test due to illness or other particular reasons, they must apply for a re-schedule of the exam with the approval of department head and the SJTU academic affair office.

Article 9. Candidates shall obey the rules. Impersonating other students, passing or receiving items, carrying unauthorized items, plagiarizing, peeping, whispering, or signaling to each other during the examination will be deemed cheating. Candidates who commit any of the above acts during an examination will be disqualified from the examination. The invigilator will take back his or her examination paper, detain his or her student card and ask him or her to write a self-criticism and then leave the examination room immediately.

Article 10. Candidates who cheat in the exam (including those helping with cheating) will be punished sternly.

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