

Regulation

1. Test Time and Registration Time

HanBan / Confucius Institute Headquarters will publicize at the end of each year the schedule of Chinese test centers all over the world, and the test date of HSK test center at UTRGV will be open at least once of each semester. Before the registration, please access to www.chinesetesting.cn to see the schedule of year and HSK test center at UTRGV or consult the Director of test center you are to choose. The beginning date of registration for each test shall be at least one month prior to the test date, and the registration shall be ended 20 days prior to the test.

2. Test Admission Ticket

After the successful registration, the test taker can receive the confirmation information around 15 days prior to the test date, and may log on the registration website to print the test admission ticket, or take the test admission ticket at the exam outlet where he/she gets registered.

The contents of test admission ticket shall include the test taker's name, nationality, gender, certificate type and number, test subjects, test time, test center, test location, and test room, etc.

The test taker shall carefully check whether the information on the test admission ticket is accurate and correct after receiving it. **The name, gender, birth date and ID card number on the test admission ticket must be consistent with those on the valid certificate; otherwise the test taker shall be refused to take part in the exam.**

If the information on the test admission ticket is wrong, please do not alter it without authorization. After the chief examiner verifies that the information is really wrong on the test date, the test taker may alter it under the chief examiner's supervision; and the examiner shall affix his/her signature on the test admission ticket for certification, otherwise his/her exam shall be rendered invalid.

The test admission ticket is the certificate for entering the test room to take the test, and shall be kept by the test taker after the exam. The test admission ticket shall be shown when the test taker asks for or inquiries about the score report or certificate. Generally, the number of the test admission ticket shall also be provided to get value added services such as online results enquiry and supplement of score report.

3. Candidate's Photo

As for any test required to offer a photo, the preparation and use of photo shall be made according to the following requirements:

Requirements of Photo Pattern:

Recent bareheaded photo with white background

Black-white photo or color photo

Showing the front face of test taker clearly

Showing the head and the upper part of shoulder of the test taker

If the test taker provides the electronic photo:

Specifications of electronic photo file:

Format: JPG/GIF/PNG

File size: below 100KB

Upload of electronic photo:

After logging on the registration website, the test taker may upload the electronic photo according to the instructions, then the photo can be shown on the test taker's test admission ticket and the relevant certificate possibly obtained after the test. The test taker who uploads the electronic photo need not prepare the paper photo.

If the test taker provides the paper photo:

Specifications of paper photo:

Quantity: 2

— Size: 40mm×30mm (standard 2-inch)

— On the back of the photo the following information shall be indicated: Test taker's name, test center code and test taker's sequence number.

The test taker who fails to provide the electronic photo should prepare two paper photos according to the above requirements. One photo should be affixed at the correct place of the test admission ticket after the test taker gets or prints his/her test entry card, and the other should be submitted to the proctor responsible for identity inspection when the test taker enters the test room on the test date.

4. Articles Carried for the Test

On the test date, the test taker must carry the following articles to the test room:

Test admission ticket

Personal ID certificate with photo (ID card, passport or residence permit)

2B Pencils (two or more)

Eraser

The test taker must not carry the following articles:

Recorder, camera, dictionary, MP3, mobile phone, Beep-pager, laptop, notebook, textbook or other articles irrelevant to the test

5. Entry Time and Entry Certificates

The test taker should arrive at the designated test room half an hour before the exam begins so as to avoid being late.

If the test taker is late for less than 5 minutes, he/she may immediately enter the test room to take the exam. If the test taker is late for 5-35 minutes, he/she may take the exam when the next part of the exam begins, and no extension shall be given to make up for the lost time. If the test taker is late for more than 35 minutes, his/her qualification of taking the exam will be cancelled.

When entering the test room, the test taker should show his/her own test admission ticket and the stipulated ID certificate provided during his/her registration. The name on the ID certificate must be fully consistent with that on the test admission ticket; the photo on the certificate must be the recognizable test taker himself/herself, i.e. the photo should be identical with the appearance of the test taker.

After entering the test room, the test taker should put the test admission ticket and the ID certificate at the top right corner of the table so as to facilitate the examiner and proctor to conduct inspection at any time.

If the test taker fails to provide the stipulated certificate or presents any fake certificate when entering the test room, he/she will be refused to take the exam, and the exam fees shall not be refunded.

6. Break and Exit

In general, the test taker should not leave the test room midway. For special reasons that the test taker has to leave the test room midway, he/she should ask for permission from the examiner in charge of the exam. Before leaving the test room, the test taker shall submit his/her test admission ticket to the examiner, and show the ID certificate when he/she returns to the test room.

7. Test Room Regulations

Each test taker must sit at the designated seat, and has no right to choose a seat;

The test taker is not allowed to take food or soft drinks in the process of exam;

The test taker should not open the exam paper beforehand, answer questions in a cross-part way (i.e., test takers should answer specified questions within the corresponding given time, instead of shifting among different sections of the Test), tear, change or copy contents of the exam paper, take the exam paper and the answer sheet out of the test room, or conduct other cheating behavior.

8. Emergency Handling

1) If the test taker is subjected to unfair treatments due to the bad management such as insufficient test time, damaged exam paper or damaged exam facilities in the test room, which results in the test taker's failure in completing the test, Chinese Testing International will organize a re-test for the test taker for free as soon as possible, but shall not make compensation for any indirect loss.

2) If the test can not be conducted due to force majeure such as natural disaster or fortuitous accidents, Chinese Testing International will organize a re-test for the test takers as soon as possible, or refund all test fees, but shall not make compensation for any indirect loss.

9. Absence from the Test

If the test taker does not take the test on the test date for reasons not caused by the test sponsor, the consequences should be assumed by the test taker, and Chinese Testing International is not responsible for arranging a re-test for the test taker. The test fee shall not be refunded.

10. Violation and Punishment

In the process of the test, if any test taker conducts cheating acts such as hire of a proxy to take the exam, plagiarism, notes smuggled into the test room, peep of relevant materials etc., the chief examiner has the right to forbid the test taker to continue the test, or makes a record on the exam report; and Chinese Testing International has the right to cancel the test taker's test result and

reserves the right to forbid him/her to take all tests conducted by the Hanban/Confucius Institute Headquarters.