

(附件四)

文藻外語大學英語教學中心共同英文期中（末）考試口試規定

【口試】 Oral Test	
1	受理請假單位：英語教學中心 Processing unit for leave application: CELT
2	事假一律不准，缺席者成績以零分計算。 Personal or business leave will not be accepted. Scores of the absentees will be registered as zero.
3	已核准公假者，或因新冠肺炎、流感確診、意外事故緊急就醫或因病住院無法參加考試者，可申請補考。具特殊事由的學生申請補考，是否准予補考由中心認定之。口試補考一律以八折計分。 Students, who are unable to take the tests due to approved official leave, or clinical confirmation of Covid or influenza, or accidents and emergency, or hospitalization, may apply for a makeup test. Whether makeup tests should be given to absentees with special causes shall be determined by CELT. Scores of the makeup oral tests after a 20% deduction will be registered.
4	依上述第三點申請請假者，申請人最晚需於測驗 當天 23 點 59 分以前 填寫 Google 表單 向英語教學中心申請，並且於測驗隔日 23 點 59 分以前 ，填妥「期中(末)考試請假單」連同附件「診斷證明」或相關機構開立之證明寄至英語教學中心電子信箱 (english.teaching.center@mail.wzu.edu.tw) ，以完成申請手續，無附件者，不予審核。 To apply for leave as cases mentioned Regulation 3, applicants must complete the Google Form and submit their application to the English Teaching Center by 23:59 on the test day at the latest. Also applicants should fill out the “Midterm/Final Exam Leave Application Form” and email it with attachments of medical (diagnosis) or related certificates made by established institutions to CELT (english.teaching.center@mail.wzu.edu.tw) by 23:59 the day after the written test in order to complete the application procedures. Applications without valid attachments will not be processed.

【口試】 Oral Test	
	重要說明:英語教學中心僅受理當次測驗前後一日開立之「診斷證明」。 Remarks: CELT will only accept medical (diagnosis) certificates made one day before or after the test date.
5	遲到之處理與成績計算，請洽任課老師。For matters related to late arrival for oral tests and score calculation, please contact the teacher involved in the case.
6	英語教學中心接到申請請假電子郵件後，會於三個工作日內回覆申請人是否准予補考。如准予補考，補考事宜由任課老師逕行通知學生。 After receiving an email for leave application, CELT will reply within 3 workdays to the applicant whether a makeup test is approved. If a makeup test is approved, subsequent affairs related to the makeup test will be arranged by the teacher involved, who will directly inform the student.