華語文能力測驗考試規則

TOCFL Test Regulations

- **網路報名注意事項 Online Registration**

1. 考生在「華語文能力測驗報名系統」註冊時，需提供護照或居留證上完整的全名，包含名字、中間名、姓氏。如果不一樣，將無法參加考試，並且不退費。

   When registering in the TOCFL Registration System, test-takers must enter their full name as shown on their passport or Alien Resident Certificate (ARC), including given name, middle name, and family name. If the information is not exactly the same, the test-taker will not be allowed to take the test, and there will be no rescheduling/refund.

2. 需上傳符合規定之大頭照，須為近 6 個月內拍攝之個人彩色或黑白證件照片，應為白或淺色背景，完整頭像，頭部及肩膀頂端近拍，頭部佔畫面約 70%，頭頂與下巴不可碰到邊緣。正面、直視鏡頭，需脫帽、露耳、五官清晰可辨，頭髮不可以遮到眉眼，嘴巴閉合不可露出牙齒。照片經核准後，不可再更改。

   Test-takers registering on the TOCFL Online Registration System must upload a headshot photo in color or black and white, taken within the last six months. The photo must have a white or light-colored background and show the full head and upper shoulders, with the head occupying approximately 70% of the frame. The top of the head and chin must not touch the edges of the photo. You must be facing forward, looking directly at the camera, with no hats, ears visible, and all facial features clearly distinguishable. Hair must not cover the eyebrows or eyes, and the mouth must be closed with teeth not showing. Once the photo has been approved, it cannot be changed.

3. 請在報名完成後三天內（包括報名當日）繳費，以免報名失效。

   Test-takers must pay the test fee within three days of completing registration (including the day of registration) to avoid the registration being invalidated.

- **進場注意事項 Prior to the Test**

1. 請攜帶護照或居留證正本到試場參加考試，證件上的資料必須與報名資料完全一樣。

   Bring your original passport or Alien Resident Certificate (ARC) to the test room. Personal information provided by test-takers during registration must exactly match the information on their passport or ARC.

2. 考試當天請不要帶貴重物品，試場不負責保管責任。

   Do not bring any valuable items on the test day. The test staff, including those in the test room, assume no responsibility for the safekeeping of test-takers' personal belongings.

3. 聽讀測驗及聽力測驗進場時間為二十分鐘；口語測驗、寫作測驗及預試進場時間為十分鐘。請一定要準時進入試場。超過進場時間，考生不可以進入或離開試場（以考場時鐘為準）。

   There is a 20-minute entry time for the Listening & Reading Test and the Listening Test, and a 10-minute entry time for the Speaking Test, the Writing Test, and the Pilot Test. Test-takers must enter the test room on time. After the entry time, test-takers are not allowed to enter or leave the test room. The official time is determined according to the test room clock.

4. 進場前，請關閉所有電子設備並取消鬧鐘設定（如手機、手錶等）。若設備在考試中發出聲音或振動，監試人員將其移出場外，並錄影存證；考試後，考生需配合檢查。違規者成績將扣減 10%。

   Before entering the test room, test-takers must turn off all electronic devices, including mobile phones and watches, and disable any alarm settings. If any device makes a sound or vibrates during the test, the proctor will remove it from the test room and record a video for documentation purposes. After the test, test-takers must cooperate with an inspection. Test-takers who violate this rule will have 10% of their score deducted.

5. 進場時，手上只能拿身分證件，其他隨身物品、飲料及白開水請放在指定的地方。

   When entering the test room, test-takers may only bring their original passport or ARC with them. All other personal belongings, beverages, and water must be placed in the designated area.

6. 嚴禁攜帶任何金屬和電子裝置入座（如零錢、鑰匙、飾品、手機、各式手錶、智慧裝置、錄音器材等）。考生須配合金屬掃描，將身上可疑物品取下並放在隨身包裡。

   Test-takers are strictly prohibited from bringing any metal or electronic devices to their seat, including coins, keys, jewelry, phones, watches, smart devices, or recording equipment. Test-takers must cooperate with metal detection screening and remove any suspicious items from their person, placing them in their bag.

7. 若需要攜帶個人醫療器材入座（如拐杖、監測器等），須於報名時申請特殊考生服務，核准後才可以使用；若在考試期間須喝水或吃藥，請在進場前告訴監試人員，由監試人員保管藥品，並在監試人員協助下服用。

   If test-takers need to bring personal medical devices with them, such as a cane or monitor, they must apply for Services for Test-takers with Special Needs during registration and can only use the devices after approval. If water or medication is needed during the test, test-takers must inform the proctor before entering. The proctor will keep the medication and assist the test-taker when taking it.

8. 嚴禁於肢體上畫記任何文字或符號，請配合監試人員檢查雙手及手臂。
   Test-takers are strictly prohibited from writing any text or symbols on their body. Test-takers must cooperate with the proctor to have their hands and arms checked.
9. 考生若發生以下情事，將無法參加考試，且不可以請求延考或退費：
   In the following cases, test-takers will not be allowed to take the test, and there will be no rescheduling or refund:
   (1) 沒有攜帶護照或居留證正本；
   Test-takers who fail to present their original passport or ARC.
   (2) 證件上的資料與報名資料不一樣；
   Test-takers whose personal information provided during registration does not exactly match the information on their passport or ARC.
   (3) 遲到超過進場時間；
   Test-takers who are late for more than the entry time.
   (4) 攜帶任何金屬和電子裝置入座；
   Test-takers who bring any metal or electronic devices into the test room.
   (5) 不配合監試人員進行金屬掃描；
   Test-takers who refuse to cooperate with the proctor for metal detection screening.
   (6) 肢體上畫記任何文字或符號；
   Test-takers who have any text or symbols written on their body.
   (7) 在試場內吸煙、飲食、嚼食口香糖。
   Test-takers who are smoking, eating, drinking, or chewing gum in the test room.

- **考試期間注意事項 During the Test**

1. 入座後，請將身分證件放在桌上，並檢查考試文件上的個人資料是否正確，如果有錯誤，請在點名時跟監試人員反應。
   After being seated, test-takers must place their original passport or ARC on the desk and verify that the personal information on the test documents is correct. If any discrepancies are found, test-takers must inform the proctor during the attendance check.
2. 點名時，若監試人員難以辨識考生身分證件、點名表上的照片是否與本人相符，將拍攝考生臉部、特徵及證件照片。考試結束後，考生須再次接受查驗。

   During identity verification, if the proctor cannot confirm that the test-taker's passport or ARC matches the photo on the attendance sheet, the proctor will take photos of the test-taker's face, features, and passport or ARC. After the test, the test-taker must undergo identity verification again.

3. 考試中間不休息，若在聽力測驗、口語測驗離場，不可以再返回試場；閱讀測驗、寫作測驗期間，如果因為身體不舒服需要去洗手間的考生，必須在監試人員陪同下，才能暫時離場，且要在規定的考試時間內完成考試。

   There are no breaks during the test. Test-takers who leave the test room during the Listening Test or the Speaking Test are not allowed to return. If a test-taker needs to use the restroom for health reasons during the Reading Test or the Writing Test, they may only leave the room under the proctor's supervision. The test-taker must complete the test within the scheduled test time.

4. 考生在試場內，若發生以下情事，監試人員將予以登記，停止違規考生考試，拍攝其臉部及證件照片存證，請其離開試場，成績不予計分，也不退費：

   If test-takers are found to be involved in any of the following scenarios during the test, the proctor will record the incident, stop their test, take photos of their face and original passport or ARC for documentation purposes, and demand their immediate exit from the test room. Their test scores will be invalidated, and there will be no rescheduling/refund. The scenarios include:

   (1) 難以辨識考生身分證件、點名表上的照片是否與本人相符；

   Difficulty in verifying whether the headshot on the original passport, ARC, or attendance sheet matches the test-taker on site.

   (2) 自行關閉考試系統，或開啟與本次測驗無關的網頁或軟體；

   Test-takers who manually shut down the test system, or access webpages or software unrelated to the test.

   (3) 左顧右盼；

   Test-takers who look around or glance at others excessively.

   (4) 發出聲音或做出動作干擾考試秩序（如敲擊桌面和地面、頻繁按筆、做手勢、唸題目、向其他考生說話等）。

   Test-takers who make noise or take actions that disturb the test environment, such as tapping the desk or floor, repeatedly clicking their pen, making hand gestures, reading questions aloud, or talking to other test-takers.

   (5) 未經許可之飲食行為、嚼食口香糖。

   Test-takers who are eating, drinking, or chewing gum without permission.

5. 考生在試場內，若發生以下情事，監試人員將予以登記，停止違規考生考試，拍攝其臉部及證件照片存證，請其離開試場，成績不予計分，也不退費；華測會將視違規情節，禁止其報名海內外華語文能力測驗，最長三年，且需負法律責任：

   If test-takers are found to be involved in any of the following scenarios during the test, the proctor will record the incident, stop their test, take photos of their face and original passport or ARC for documentation purposes, and demand their immediate exit from the test room. Their test scores will be invalidated, there will be no rescheduling/refund, and TOCFL may prohibit them from registering for domestic or overseas TOCFL tests for up to three years. Legal liability may also apply. The scenarios include:

   (1) 由他人頂替代考；
   Test-takers who have someone else take the test on their behalf.

   (2) 持有、使用任何電子裝置；
   Test-takers who possess or use any electronic devices.

   (3) 以手勢、文字、通訊等任何方式將試題內容、答案、成績傳遞給他人，或張貼於網頁；
   Test-takers who share test content, answers, or scores with others through hand gestures, writing, electronic communication, posting online, or any other means.

   (4) 在紙條、肢體、物品上畫記、抄襲任何文字、符號；
   Test-takers who write, copy, or mark any text or symbols on slips of paper, their body, or personal items.

   (5) 相互交談。
   Test-takers who talk to each other.

6. 若考生因不自主發聲、持續咳嗽，或其他原因產生持續性噪音，經監試人員判斷已影響其他考生，將請其更換座位，或暫時離場休息，確認不再造成干擾後，才可回到試場繼續考試。

   If a test-taker produces continuous noise due to involuntary sounds, persistent coughing, or other reasons, and the proctor determines that it is affecting other test-takers, the test-taker will be asked to change seats or leave the test room temporarily. They may return to the test room only after it is confirmed that no further disturbance will occur.

7. 考試中，若出現一般環境音（如咳嗽聲、車聲、空調聲等）或監試人員執行必要職務所產生的聲音，考生不可以上述理由請求補考、加分、退費。

   During the test, if general environmental sounds occur, such as coughing, traffic noise, or air-conditioning noise, or sounds generated by the proctor performing necessary duties, test-takers may not request a retest, extra points, or a refund for these reasons.

8. 若考生在考試中遇到噪音干擾、電腦或設備異常，或有其他特殊需求，請立刻舉手告知監試人員，才能即時處理；若為電腦化適性測驗，不可以任何原因請求重作之前的題目。

   If a test-taker experiences noise interference, computer or equipment malfunction, or has other special needs during the test, they must raise their hand immediately to notify the proctor so that the issue can be addressed promptly. For computer-adaptive tests, test-takers may not request to redo any previous questions for any reason.

9. 考試中，若發生網路中斷、電腦故障或操作不當等，造成測驗系統無法運作，請立即舉手通知監試人員。問題排除後，重新登入，即可接續進度作答，成績計算不受影響，考生不可以測驗中斷為由，請求補考、加分或退費。

   If the test is interrupted due to network disconnection, computer malfunction, or improper operation causing the test system to fail, test-takers must raise their hand immediately to notify the proctor. Once the issue is resolved, the test-taker may log in again and continue the test from where it was interrupted. The test score will not be affected. Test-takers may not request a retest, extra points, or a refund due to the interruption.

10. 如遇地震、火災等不可抗拒之災害，請依照監試人員指引。若情況嚴重，需中止考試，華測會將另行安排補考，並以電子郵件通知受理期限與申請方式；若考生無法參加補考，可申請全額退費。未於期限內提出退費申請者，視為同意延期測驗，不得再提出退費申請。

    In the event of unavoidable disasters such as earthquakes or fires, test-takers must follow the proctor's instructions. If the situation is severe and the test must be stopped early, TOCFL will arrange a make-up test and notify test-takers by email of the application deadline and procedure. Test-takers who are unable to attend the make-up test may request a full refund. Failure to submit a refund request within the deadline will be considered as agreeing to take the postponed test, and no further refund requests will be accepted.

- **考試結束注意事項　After the Test**

1. 完成聽讀測驗時，電腦螢幕會顯示測驗成績，僅供參考。正式成績請以華語文能力測驗報名系統公告之測驗成績及通過等級為準。

   The test score will appear on the computer immediately after completing the Listening & Reading Test and the Listening Test for reference only. The official score and passing level announced in the TOCFL registration system shall be considered final.

2. 結束考試後，請將筆和筆記紙交回，不可以帶走或撕毀；請立即離開試場，不可以在試場附近逗留或大聲講話，違規考生的成績將不予計分。

After the test, test-takers must return their pen and note paper to the proctor and are not allowed to keep them or tear them up. Test-takers must leave the test room immediately and must not linger or speak loudly in the vicinity of the test room. Test-takers who violate these rules will have their test scores invalidated.

3. 凡經查證有偽造、變造、冒用或不實使用華語文能力測驗成績單或證書者，其成績及證書一律註銷，不予計分，也不退費；並自查證屬實之日起，禁止其報名海內外華語文能力測驗，最長三年，並應負相關法律責任。華測會得視情節輕重，必要時擴及取消其歷年成績，並通知相關使用機構，建議停止採認其證書。

   If a test-taker is found to have forged, altered, impersonated, or otherwise improperly used a TOCFL score report or certificate, the related score(s) and certificate(s) will be invalidated. No scores will be recorded and no fees will be refunded. TOCFL may prohibit the test-taker from registering for domestic or overseas TOCFL tests for up to three years from the date the violation is confirmed. Legal liability may also apply. Depending on the severity of the violation, SC-TOP may, where necessary, invalidate the test-taker's previous test results and notify relevant institutions, recommending that such certificates not be recognized.

4. 華測會於成績公告或證書核發後，如發現或接獲檢舉考生於考試過程中有違規情事，保留追溯調查之權利；經查證屬實者，華測會得取消已公告或核發之成績或證書。

   If a test-taker is found, after the announcement of test results or the issuance of certificates, to have committed any violation during the Test, SC-TOP may conduct a retrospective investigation. If the violation is confirmed, any announced score(s) or issued certificate(s) will be invalidated.

5. 華測會保有華語文能力測驗考試規則之最終解釋權及提出法律訴訟的權利。若有任何訴訟，將以臺灣臺北地方法院為第一審管轄法院。

   SC-TOP reserves the right to the final interpretation of the TOCFL Test Regulations and the right to initiate legal proceedings. Any lawsuits shall be filed with the Taipei District Court as the court of first instance.