

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，應為淺色背景，完整頭像，頭部及肩膀頂端近拍，正面、脫帽、露耳、五官清晰可辨，頭髮不可以遮到眉眼。照片經核准後，不可再更改。
Test-takers registering on the TOCFL Online Registration System should upload a headshot in black and white or in color, taken within the last six months. The headshot must be taken against a light-colored background, and features a close-up of the full head and upper shoulders. The headshot should display a front view of the face with no head coverings, with both ears and all facial features clearly visible. The hair should not cover eyebrows or eyes. The headshot, once verified and approved, cannot be replaced.
2. 請在報名完成後三天內（包括報名當日）繳費，以免報名失效。
Please process the test fee payment within three days after registering for the TOCFL test (including the day of registration), otherwise the registration may be 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, should match the information on their passport or Alien Resident Certificate (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 anything valuable on the test day. The staff in the test room assume no responsibility for test-takers' personal belongings.
3. 考試當天請一定要準時進入試場，遲到超過二十分鐘就不可以進場（以考場時鐘為準）。
Test-takers who are more than 20 minutes late for the test will not be admitted to the test room (based on the clock in the test room).
4. 進入試場前，請取消電子物品（包括手機、手錶等）的鬧鐘設定並關機。如果電子物品在試場發出聲音或振動，監試人員會將其移出試場外並錄影存證，同時，違規考生的成績將扣百分之十。
Before entering the test room, ensure all electronic devices, including mobile phones and watches, are turned off and alarm settings are disabled. If any device makes a sound or

vibrates during the test, the proctor will have to bring the device out of the test room and preserve videos of the device being found as evidence. The test taker's score in possession of the device will be deducted by ten percent.

5. 座位上只能放置身分證、筆以及華測會提供的筆記紙，其他隨身物品、飲料及白開水請放在指定的地方。

Permitted items, including the original passport or ARC, pens, and note paper provided by the SC-TOP, are allowed on the desk. 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（包括零錢、鑰匙、飾品、手機、各式手錶、智慧手環、智慧眼鏡、錄音筆等），請配合監試人員進行金屬掃描，移除身上可疑物品。

It is strictly forbidden to bring any metal or electronic devices such as coins, keys, jewelry, mobile phones, all types of watches, smart wristbands, smart glasses, recording pens, etc. Test-takers should remove the unpermitted items and take a metal detector scanning.

7. 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：

The test registration will be revoked, and no rescheduling/refund will be considered in the following cases:

- (1) 沒有攜帶護照或居留證正本；

Test-takers who are unable to present their original passport or ARC.

- (2) 證件上的資料與報名資料不一樣；

Personal information provided by test-takers during registration do not match the information on their passport or ARC.

- (3) 遲到超過二十分鐘；

Test-takers who are more than 20 minutes late for the scheduled test time.

- (4) 攜帶任何金屬和電子裝置入座；

Test-takers who bring any metal or electronic devices to the test room.

- (5) 不配合監試人員進行金屬掃描；

Test-takers who refuse to take a metal detector scanning.

- (6) 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。

Test-takers should put their original passport or ARC on the desk and confirm their personal information printed on their note paper when seated. If any inconsistencies are found, please inform the proctors when they are taking attendance.

2. 考試中間不休息，若在聽力測驗離場，不可以再返回試場；如果因為身體不舒服需要去洗手間的考生，必須等到閱讀測驗說明影片開始後，才能夠暫時離場，並且要在規定的考試時間內結束考試。

There are no breaks during the test. Test-takers cannot enter the test room again if they leave the test room when taking the listening test. Test-takers who need to use the restroom due to discomfort must wait until the instruction video for the reading test has begun. They are allowed to leave the test room temporarily and must complete the test within the allotted time.

3. 考試時，考生若發生以下情事，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：

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 record-keeping, and demand their immediate exit from the test room. Their test scores will be invalidated. 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 if the headshot on the original passport, ARC, or attendance sheet matches the test-taker on site.

- (2) 任何電子裝置在考生身上發出聲音或振動；

Emission of sound or vibration from any electronic device in possession of the test-taker.

- (3) 左顧右盼、相互交談、影響考試秩序；

Test-taker looking around, talking with others, or otherwise disrupting the test.

- (4) 開啟非測驗網頁或軟體等；

Test-taker accessing webpages or using software unrelated to the test.

- (5) 不服監試人員指示。

Test-taker failing to comply with the proctor's instructions.

4. 考試時，考生若發生以下情事，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，並且二年內不可以再報名參加本測驗，情節重大者，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 the original passport or ARC for record-keeping, and demand their immediate exit from the test room. Their test scores will be invalidated, and they will face a two-year ban from the future TOCFL tests. They may even be prosecuted in extreme cases. The scenarios include:

- (1) 頂替代考；

Impersonating another test-taker.

- (2) 攜帶小抄，或於桌椅、物品、肢體上畫記、傳遞或抄襲考試有關之文字符號；

Bringing cheat sheets or marking desks, chairs, objects, or body parts with test-related symbols or text, or distributing or copying such information.

- (3) 以文字、錄音或其他形式，複製考試內容和成績結果或對外通訊；

Reproducing test content and score results in written, audio, or other formats, or sharing them outside the test environment.

- (4) 其他作弊、不良意圖之行為，或影響考試公平、考生權益之事項。

Engaging in any other forms of cheating, malicious behavior, or actions that jeopardize the integrity of the test and the rights of other test-takers.

5. 測驗若發生網路中斷、電腦故障或人為操作不當等，造成測驗系統無法正常運作，請立即舉手通知監試人員，待問題排除後，重新登入，即可接續先前測驗進度，成績計算不會受到影響，考生不可以測驗中斷為由，請求重測、退費或其他請求及任何主張。

Should the test be interrupted due to network disconnection, computer malfunction, or improper operation causing the test system to malfunction, test takers should raise their hand immediately to notify the proctor. Once the issue is resolved, the test can resume where it was interrupted. There will be no effect on the test score. No request for a retest, refund, or any other claims will be accepted with the interruptions as an excuse.

- 測驗進行中，如遇地震、火災等不可抗拒之災害，請遵從監試人員指引；若情況嚴重，需中止考試，華測會將另行安排場次，進行補考；若考生無法配合補考時間，可申請全額退費。

Follow the proctor's instructions in a case of emergency such as earthquake or fire during the test. Should the test be suspended upon a serious condition, SC-TOP will schedule another test. Test-takers unable to attend the rescheduled test may request a full refund.

- 若有任何問題或特殊需求，請立即反應給監試人員。

Inform the proctor immediately if there are any questions or special needs.

● **考試結束注意事項 After the Test**

- 完成測驗時，電腦螢幕會顯示測驗成績以供參考。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 the test. The official score and level passed will be stated in the TOCFL Online Registration System.

- 結束考試後，請將筆記紙交回，不可以帶走或撕毀，並立即離開試場，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。

Test-takers should return their note paper to the proctor and leave the test room immediately once the test is finished. Avoid lingering or speaking loudly in the vicinity of the test room. Test-takers who are involved in the event of disrupting the order of the test room and affecting others' responses will not receive any scores for the test.

- 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 all items in the TOCFL Test Regulations and the right to file lawsuits related to these regulations. Any disputes arising from the test regulations shall fall under the jurisdiction of Taipei District Court as the court of first instance.