

一、居家考试需要准备一个独立、安静的空间环境进行考试，保证空间内无其他人员、不得出现与考试相关的资料或物品；内不得出现与考试无关的书籍、资料等。考试过程中请保持网络连接稳定畅通，请保持电脑或平板电脑的摄像头、麦克风开启，以便监考人员进行实时监控。

1. For at-home exams, prepare an independent and quiet environment. Ensure no other individuals are present and no exam-related materials or items are in the space. Keep the area free of unrelated books and materials. Maintain a stable internet connection during the exam. Keep your computer or tablet camera and microphone on for real-time monitoring by the proctor.

二、严禁携带无线通讯工具、电子存储记忆录放设备以及学习资料、计算器等物品进入考试场所（含备考室、考场）；考生入场时应自觉接受监考员使用金属探测仪检查是否携带违禁物品，接受监考员对考生身份信息进行核验。

2. It is strictly prohibited to bring wireless communication devices, electronic storage devices, study materials, calculators, or other items into the exam area (including the preparation room and exam room). Candidates must willingly undergo a metal detector check for prohibited items and have their identity verified by the proctor when entering the exam room.

三、登录考试系统，选择对应考试科目，点击“进入任务”，核对本场考试信息，然后点击下方“开始考试”按钮，按提示完成耳机检测、调节好音量后点击完成检测，并完成主、副摄像头调试。

3. Log into the exam system, select the appropriate exam subject, click "Enter Task," verify the exam information, then click "Start Exam." Follow the prompts to complete the headphone check, adjust the volume, and finish the main and secondary camera setup.

四、考试开始，考生进入作答界面，按照试题要求进行作答，图片可双击放大，音量可以通过右下角进行调节。

4. Once the exam begins, enter the answer interface and respond according to the exam questions. Images can be double-clicked to enlarge, and the volume can be adjusted in the lower right corner.

五、考生在登录、作答过程中如遇考生机死机、蓝屏、断电、交卷失败等异常情况，须及时举手向监考老师报告；涉及试题内容的疑问，考生不得向监考教师及其他考生询问与考试内容有关的问题。

5. If candidates encounter issues such as a computer freezing, blue screen, power outage, or submission failure during login or answering, they must immediately raise their hand and report to the proctor. Candidates are not allowed to ask the proctor or other candidates about exam content-related questions.

六、所有考生应当注意，考试正式开始后30分钟内未登录考试系统并进入考试作答界面，将被视为迟到并丧失考试资格。每一科考试结束前30分钟起方可提前交卷出场。

6. All candidates should be aware that failing to log into the exam system and access the answering interface within 30 minutes after the official start of the exam will be considered late, resulting in disqualification from the exam. Candidates are urged to adhere strictly to the scheduled start time to ensure their participation. Please note that this

applies equally to both online and in-person exams. Candidates may submit their answers and leave no earlier than 30 minutes before the end of each exam.

七、考试结束前5分钟，系统将进行作答剩余时间提醒。若到了考试结束时间，考生还未交卷，考生机将自动进行收卷，并上传答卷数据。

7. Five minutes before the end of the exam, the system will remind you of the remaining time. If the exam time ends and the answer is not submitted, the system will automatically collect and upload the answer data.

八、当答卷数据上传完成后，会返回考试详情界面，并给出“等待管理员发布考试成绩”的提示信息。考生确认看到该信息后，线上考试人员方可退出考试系统，线下考试人员应按照监考员指令离开考场，离场时不得关闭考生机。

8. After the answer data is uploaded, the system will return to the exam details interface and display the prompt "Waiting for the administrator to release the exam results." Once candidates have confirmed receipt of this information, online exam participants may exit the exam system. Offline exam participants should leave the exam room according to the proctor's instructions. Candidates must not turn off their computers when leaving.

九、严格遵守考场纪律。对于违反纪律者和有舞弊行为的考生，将按照相关规定，视情节轻重，分别给予批评教育、取消该科考试成绩等处理。对扰乱考场秩序，威胁监考人员人身安全的，由公安部门依法处理。

9. Strictly adhere to exam rules. Candidates who violate the rules or engage in cheating will be dealt with according to relevant regulations, which may include criticism, cancellation of exam scores, and other penalties based on the severity. Those disrupting the exam order or threatening the proctors' safety will be handled by the public security department according to the law.