

華語文能力測驗專案施測作業要點

Testing Guidelines for TOP Group Test

中華民國九十八年十二月修訂

Revised in December, 2009,

一、目的 Introduction

國家華語測驗推動工作委員會（以下簡稱本會）為因應國內機關團體之需求，特訂定本要點。

Steering Committee for the Test Of Proficiency-Huayu (SC-TOP) draws up the Testing Guidelines for TOP Group Test for the conduct of Chinese proficiency examinations that are designed to fill the needs of institutions and organizations in Taiwan.

二、適用對象 Prospective Applicants

為因應國內教育單位、民間機構或組織，因時間之急迫性或其他事由，其內部外籍學生或人士無法參加本會定期舉辦之華語文能力測驗，只要組織內部有 10 人以上需要進行專案施測之單位，均可向本會提出申請。

SC-TOP offers educational organizations, private institutions and companies [located in Taiwan](#) whose foreign students or personnel are unable to participate in a regular Test of Proficiency-Huayu (TOP) for any reason, an opportunity to have a group of candidates take the TOP at the same location and on the same test date. Institutions with more than 10 test takers are welcome to apply for this service.

三、應試資格 Target Test Takers

母語非華語之人士。

Non-native Chinese Speakers

四、施測費用 Fees

報考人數 Number of Test takers	報名費 Registration Fees
10~30	每名考生新台幣 1,200 元 NT\$1,200 for each test taker
31~50	每名考生新台幣 1,000 元 NT\$1,000 for each test taker
51~100	每名考生新台幣 800 元 NT\$800 for each test taker
101~200	每名考生新台幣 600 元 NT\$600 for each test taker
201 人以上 More than 201 people	每名考生新台幣 400 元 NT\$400 for each test taker

五、施測地點 Test Locations

由申請單位提供測驗場地。

Requesting institutions need to provide testing locations.

六、申請方法及應繳文件 Application Procedures and Required Documents

- (一) 填寫「專案施測申請表」(附件)，須於預定舉行測驗日期前六週向本會提出。表格填妥後，e-mail 至本會信箱 service@sc-top.org.tw 或傳真至 (02) 3343-2413。

Fill out the TOP Group Test Application Form (see Attachment) and email the completed form to service@sc-top.org.tw or fax to (02)3343-2413. We recommend submitting the application form at least **6 weeks before the preferred test date.**

- (二) 亦可直接洽詢本會，聯絡電話 (02) 7734-5638。

You can also contact us directly on (02) 7734-5638.

七、申請單位配合及注意事項 Application Requirements

- (一) 申請單位必須無償提供符合本測驗標準之場地：

Requesting institutions have to provide test locations that meet TOP's standards **without charge.**

1. 所在位置必須環境清靜，不受噪音干擾，如建築施工、娛樂場所及大眾運輸工具等噪音。

All test sites should be quiet and without noise disturbance from on-going constructions, entertainment places or public transportation.

2. 每間試場環境應該安全無虞、整齊乾淨、光線充足、溫度適宜、**通風良好**，以維護測驗的整體公正性。

Every test room should be safe, sanitary and neat, with suitable lighting, moderate temperature and **good ventilation**, in order to add to the fairness of the test.

3. 每間試場應有足夠的室內空間，一間試場應可容納 10 位以上的考生，最多不超過 50 位，座位之間應有隔板或有相當的間隔距離（左右至少間隔 50 公分以上），使**監試人員**可以到達每位考生的座位。

Every test room should have a seating capacity of no less than 10 test takers (but no more than 50). The space between seats should be sufficient (with at least 50 cm of space between each test taker's desk and that of the nearest test taker), so that **invigilators** can reach every test taker easily.

4. 每間試場應配有可播放聽力測驗內容的播音設備，一人一副耳機，如無法覓得視聽教室，需保證播放設備的音質清晰，不影響考生權益。

Every test room should be equipped with broadcasting system for the listening part in the test. Each test taker should have one set of headphones. If a standard video/audio room is unavailable, the sound quality of the broadcasting system should be clear enough so that the right of the test takers would not be violated.

5. 每間試場前面應備有白（黑）板，以書寫每場測驗時間、應考人數、到考人數及缺考人數等考場訊息。同時在白（黑）板同一牆面上，應掛有時鐘，讓考生能確切掌握時間。

Every test room should be equipped with a white/black board for display of test time, the number of prospective test takers, and that of test takers present and absent. On the same side of the wall, there should be a clock for the convenience of time allocation for test takers.

6. 申請單位應配有專職人員和通訊設備，以提供考生諮詢服務。

Test administrators and communication equipment are needed in requesting institutions for information service.

- (二) 申請單位需協助建立考生電子名冊。

Requesting institutions should set up an electronic registration list of test takers.

- (三) 申請單位需於測驗前三日通知考生測驗的時間、地點及注意事項。

Requesting institutions should inform test takers about test time, location and related information, three days prior to the actual test day.

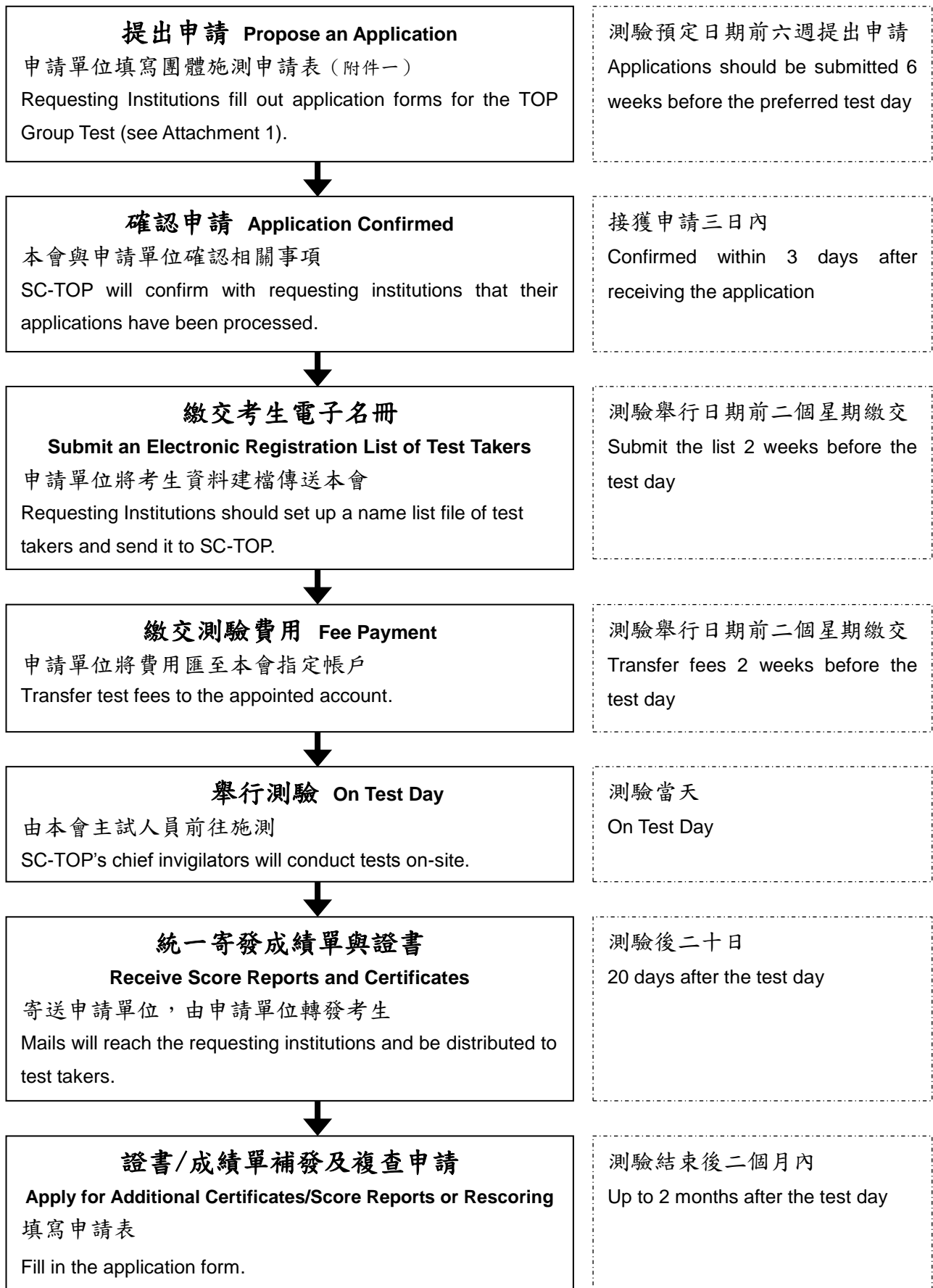
- (五) 自考試日起六個月內，考生不得重複報考同一測驗等級之專案施測。

Test takers may not register for TOP Group Test of the same level within 6 months from the test date.

- (六) 申請專案施測之考生，不得申請延考。若因故無法如期應考，最遲請於考前一週提出，本會將在扣除手續費（新台幣 300 元）之後，以「郵政匯票」退還報名費餘額。未於規定時間內提出退費申請者，恕不退費。

Test takers who applied for TOP Group Test may not apply for an extension to the test. After the completion of registration and fee payment, if test takers cannot take the test due to personal reasons, they may cancel the registration and apply for a refund 7 days before the scheduled test date. The refunded money (with the deduction of a processing fee NT\$ 300)will be sent to test takers by registered mail in the form of [postal money orders](#). Those who fail to apply in time will not get their applications processed.

八、作業流程 The Application Process



華語文能力測驗專案施測申請表

Application Form for TOP Group Test

※ 填寫前請詳閱 Read the following instructions before filling out the form

(一) 本申請表須於預定舉行測驗日期前六週向本會提出。

The application form should be submitted to SC-TOP **6 weeks prior to the test date.**

(二) 表格填妥後，請 e-mail 至：service@sc-top.org.tw 或傳真至 (02) 3343-2413。

Email the completed form to service@sctop.org.tw or fax to (02) 3343-2413

(三) 若有未盡事宜，請逕洽本會，電話 (02) 7734-5638。

If you have any questions, you are welcome to contact SC-TOP on (02)7734-5638.

學校/機構名稱 Requesting School / Institution Name			申請日期 Application Date		
申請單位 Division / Department	(部門/系所 Division/Department)		聯絡人姓名 Contact Name		
聯絡人 Contact Email Address			聯絡人電話 Contact Phone Number	(公)Office : (手機)Mobile :	
預定測驗日期 Test Date Requested					
預計應試人數 Estimated No. of Test Takers	基礎測驗 For Beginners	初等測驗 Basic	中等測驗 Intermediate	高等測驗 Advanced	
	人	人	人	人	人
預定施測時間及地點 Time and Location of Preference for Test Sites	學校及大樓名稱 Name of School/Building :				
	(校名 School Name) /		(大樓 Building Name)		
	基礎測驗 For Beginners	初等測驗 Basic	中等測驗 Intermediate	高等測驗 Advanced	
	~	~	~	~	
	Rm.	Rm.	Rm.	Rm.	
需要本會 配合事項 Demands on SC-TOP					

<p>申請單位 配合事項</p> <p>Demands on Prospective Applicants</p>	<p>一、 提供試場 Provide Test locations</p> <p>以視聽教室為主，每間試場容納 10-50 人，需具備良好的隔音設備，環境清靜，設備中需有耳機，一人一機，必須在考前測試無故障。座位之間必須有相當的間隔距離，以避免應試者舞弊情形。如無法覓得視聽教室，得以播音之方式測驗聽力，需保證 CD 播放機音質清晰。</p> <p>Video/Audio rooms are preferred. Room Capacity: 10-50 people. With good quality soundproof system and quiet environment. Machines should be equipped with headphone sets; one set for each individual, and failure tests for the equipment should be done before the test. The seating arrangements for tests should be such as to prevent test takers from overlooking, intentionally or otherwise, the work of others. If a video/audio room is unavailable, the test may be conducted in the form of broadcasting. However, the sound quality and clarity of the broadcasting system, such as that of CD players, should be guaranteed.</p> <p>二、 準備物品 Prepare the following Items</p> <p>黑/白板、時鐘、CD 播放機、2B 鉛筆、橡皮擦。</p> <p>White/black boards, clocks, CD players, 2B pencils, erasers</p>
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申請單位主管核章

Verified by the Requesting Institution Director administrative manager

申請單位承辦人核章

Verified by the Requesting Institution Secretary