



## **Appendix A-19: Guidelines for Physical Examination in University Admissions**



## Guidelines for Physical Examination in University

### Admissions

In order to ensure the orderly online admission of ordinary college entrance examination in our school and do a good job in the confidentiality of admission information, we hereby formulate the following management regulations according to the relevant requirements of admission work:

1. The admission site shall be closed, and all staff members shall enter and leave with work certificates. No one who has nothing to do with the enrollment shall enter the admission site.

2. No visitors are allowed at the admission site. Candidates, their parents and school staff are arranged in the reception room by the recruitment and employment office, and they are not allowed to enter the admission site.

3. It is strictly prohibited to repair the application form, login query and modify the candidate information without authorization. The data that needs to be modified must be approved by the principal leader and the head of the enrollment office before modification.

4. Keep the network open and the equipment running normally. Do not use the enrollment equipment without authorization, download and install software unrelated to online enrollment, and browse web pages unrelated to online enrollment.

5. It is strictly prohibited to leak the relevant admission information of the recruitment site, and it is strictly prohibited to take out the admission materials that have not been approved for public disclosure.

6. School leaders and staff at all levels should consciously abide by the management regulations of the site of enrollment and admission.

7. The relevant departments of the school should assist in the management of the admission site to ensure that the network is open and the water and electricity supply is normal.

8. Fire and theft prevention to prevent accidents.