

试卷印刷登记表

Registration Form For Examination Paper Printing

编号 (No.):

印卷要求 (教师填写) to be filled by instructor	开课学院: School		课程名称: Course title	
	考试时间: 年(Y) 月(M) 日(D) Examination date:		考试地点: Location	<input type="checkbox"/> 开卷 <input type="checkbox"/> 闭卷 Open-book/Closed-book
	考试人数: Students number:	备用卷份数: 份 Spare examination paper:	草稿纸: <input type="checkbox"/> A4 <input type="checkbox"/> A3 ___张/人 Draft paper: sheet/preson	
	取卷方式及时间 Obtaining of Examination paper and time	<input type="checkbox"/> 按约定时间取卷 (至少考前半小时): Appointment time (at least 30mins before the examination) 年(Y) 月(M) 日(D)		<input type="checkbox"/> 预约当场取卷 (请提前致电) Obtaining upon arrival (please call in advance)
	教师 (签字): 年(Y) 月(M) 日(D) Instructor (signature)			

*预约当场取卷: 考生 60 人以内约需等待 20 分钟, 试卷印刷室电话 26415536 或 26641502: , 请提前电话联系。

Obtaining upon arrival: about 20 mins of waiting time if the number of students is within 60. Phone number of printing room: 26415536 or 26641502. Please call in advance.

印卷情况 (教务处填写) to be filled by staff	交印时间: 年(Y) 月(M) 日(D) ____: ____ Time of printing			
	存入保密室时间: 年(Y) 月(M) 日(D) ____: ____ Time of deposit in the security file cabinet			
	考卷袋数: 袋 Number of examination paper envelopes		草稿纸袋数: 袋 Number of draft paper envelopes	
	负责人 (签字): 年(Y) 月(M) 日(D) Staff (signature)			

取卷情况 (教师填写) to be filled by instructor	考卷袋数: 袋 Number of examination paper envelopes		草稿纸袋数: 袋 Number of draft paper envelopes	
	是否密封: <input type="checkbox"/> 是 yes Under seal <input type="checkbox"/> 否 no	取卷时间: Obtaining time	教师 (签字): Instructor (signature) 年(Y) 月(M) 日(D)__: __	