附件4

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \*\*\*\*学院（部）2019-2020学年第一学期期末考试安排协调表 | | | | | | | | | | | | |
| **教师总数** | **可监考** | | | | | **不可监考** | | | | **考试时间段** | **本院所需监考 教师人数** | **是否缺监考教师 及缺少人数** |
| **人数** | **序号** | **姓名** | **序号** | **姓名** | **人数** | **序号** | **姓名** | **原因** |
|  |  | 1 |  | 19 |  |  | 1 |  |  |  |  |  |
| 2 |  | 20 |  | 2 |  |  |
| 3 |  | 21 |  | 3 |  |  |
| 4 |  | 22 |  | 4 |  |  |
| 5 |  | 23 |  | 5 |  |  |
| 6 |  | 24 |  | 6 |  |  |  |  |  |
| 7 |  | 25 |  | 7 |  |  |
| 8 |  | 26 |  | 8 |  |  |
| 9 |  | 27 |  | 9 |  |  |
| 10 |  | 28 |  | 10 |  |  |
| 11 |  | \* |  | 11 |  |  |  |  |  |
| 12 |  | \* |  | 12 |  |  |
| 注：1.标题为方正小标简宋体，其余字体均使用仿宋\_GB2312，不要加粗，在填写姓名时中间不要加空格； | | | | | | | | | | | | |
| 2.各学院（部）专任老师均有承担监考的义务，在监考姓名排序中，按照专任教师→辅导员老师→兼职教师顺序填写； | | | | | | | | | | | | |
| 3.学院（部）负责人、教学秘书等考务人员计入不可监考一栏，并标记原因； | | | | | | | | | | | | |
| 4.各学院（部）报送的不可监考的教师必须是办理好监考请假手续的教师,需监考请假的教师务必在报送考试安排协调表截止时间之前办理好监考请假手续。 | | | | | | | | | | | | |