附件1：

浙江水利水电学院授课计划

 学年第 学期 课程名称 授课班级 任课教师

总学时数 本学期学时数 编制日期 教研室主任(签名)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 时间地点 | 主要内容(章节) | 学时 | 教学重点、难点 | 教学形式 | 作业 | 备注 |
| 1 | 第10周10.223、4节教C502 |  |  | 1.2.3. |  |  |  |
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注：教学形式为讲授式、翻转课堂、课堂讨论、习题课、实验、教学做一体等。

附件2： 浙江水利水电学院课堂教学花名册

课程名称： 任课教师： 班级：

开课学院： 开课学期：

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| **序号** | 学号 | 姓名 | 性别 | 籍贯 | 学生干部 | 寝室 | 联系电话 |
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注：本表由学生所在学院开学前提供（新生班正式上课前），可预先填写学生干部联系方式等信息；

入党积极分子或党员需要在学生干部栏标出。

附件3：

浙江水利水电学院

**平时成绩记录本**

（20 — 20 学年 第 学期）

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| --- | --- |
| 课程名称： |  |
| 任课教师： |  |
| 教学单位： |  |
| 任课班级： |  |

教务处制

浙江水利水电学院考勤表

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 学号 | 姓名 | 考勤1 | 考勤2 | 考勤3 | 考勤4 | …… |  |  |  | 备注 |
| **1** |  |  |  |  |  |  |  |  |  |  |  |
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注：考勤1、考勤2等用具体的日期替代，√为到勤，X为旷课，△为迟到，○为请假。

浙江水利水电学院平时成绩记录表

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| 序号 | 学号 | 姓名 | 作业1 | 作业2 | 作业3 | … | 实验1 | 实验2 | 实验3 | … |  |  |  | 合计 | 备注 |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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注：作业、实验等平时记录项目较多课程，此表可分项多页打印，分页打印时可在表名后括号注释；

项目制课程、三位一体考核课程等可结合此表自行设计。

附件4：

浙江水利水电学院试卷分析报告

|  |  |  |  |
| --- | --- | --- | --- |
| 课程名称 |  | 授课学期 |  |
| 任课教师 |  | 课程性质 | □考试 □考查 |
| 班 级 |  | 班级人数 |  |
| 缺（缓）考（人数） |  | 考试形式 | □开卷 □闭卷 □其他（ ） |
| 成绩分布（人数/比例） | ≥90 | 89～80 | 79～70 | 69～60 | 59～40 | 40分以下 |
|  |  |  |  |  |  |
| 平均分 |  | 最高分 |  | 最低分 |  |
| 综合分析，包括对大题的分析（测试的知识和能力、难度、得分率等，不少于200字） |  |
| 不足之处与改进性建议 |  |
| 任课教师签字： 年 月 日教研室主任签字： 年 月 日 |

注：此表由任课教师填写，必须以卷面成绩进行分析。

附件5：

浙江水利水电学院试卷复查表

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| 课程名称 |  | 授课学期 |  |
| 任课教师 |  | 课程性质 | □考试 □考查 |
| 班 级 |  | 试卷份数 |  | 阅卷教师 |  |
| 卷面规范 | 试卷是否采用统一模板 □是 □否 | 试卷文字、公式是否清楚 □是 □否 |
| 试卷插图是否工整、清晰 □是 □否 | 试卷分值和是否为100分 □是 □否 |
| 是否有排版印刷错误 □是 □否 | 试卷内容是否有错、漏 □是 □否 |
| 题型数： □5种以上， □4种， □3种， □小于等于2种 |
| 试卷评阅 | 是否按评分标准阅卷 □是 □否 |
| 分数核算是否有误 □是 □否 |
| 试卷归档 | 材料清单(资料袋或盒上粘贴) □有 □无 | 试卷审查表 □有 □无 |
| 考场记录单 □有 □无 | 授课计划 □有 □无 |
| 平时成绩记录本 □有 □无 | 成绩单 □有 □无 |
| 试卷分析表 □有 □无 | 样卷及标准答案 □有 □无 |
| 综合意见建议：（篇幅不够可另附页）检查人员签名： 年 月 日 |

注：此表由任课教师同试卷一起装袋，教学单位组织复查并在表格中相应栏目的“□”打“√”。