

Measures for the Administration of Undergraduate Examination of Yunnan College of Business Management (Revised)

Chapter I general rules

Article 1 Examination is an important link in teaching management and an important means to measure teachers' teaching quality and evaluate students' learning effect. In order to further standardize the examination work, improve the school examination management system, and form a good teaching style and study style, these measures are formulated in combination with the requirements of the school credit system reform and the actual situation.

Article 2 These Measures shall apply to the examinations of all courses listed in the talent training plan.

Chapter II Organization and Management

Article 3 Examination work shall be managed at two levels: school and college. The school leaders in charge of teaching are fully responsible for the examination, and the teaching department is responsible for the organization, management and implementation of the examination.

Article 4 Each college shall set up an examination management team, which is composed of college leaders, professional leaders, directors of teaching and research sections and teaching staff, etc., to organize, arrange and handle all the work of examinations in this department. The college leaders in charge of teaching in each college are specifically responsible for the examination work of the college (including the courses under centralized management in the college), and the teaching department of the college assists in the examination work. Major issues related to the examination must be decided by the collective research of the examination management team and reported to the teaching department for the record.

Article 5 Full-time undergraduate students who are registered must take the course examination specified in the teaching plan of their major, and only after passing the examination can they get corresponding credits.

Chapter III Assessment Methods

Article 6 All courses offered in the talent training program need to be assessed, and the assessment methods shall be determined according to the syllabus and the nature of the courses. We will carry out the reform of the examination system in various forms (closed-book, open-book, oral examination, project design, implementation, report, competition, course papers, small papers, research reports, etc.), in multiple stages (usual test, mid-term exam, final exam, etc.), and in various evaluation methods (examiners' evaluation, enterprises' participation evaluation, and students' participation evaluation), and use the examination as a lever to improve students' ability.

Article 7 The course assessment shall be conducted by combining process assessment with summative assessment, increasing the proportion of process assessment and paying attention to the effect of process learning. The composition of process assessment should have reasonable evaluation categories, contents and standards, which can include classroom performance, usual homework, phased test, practical operation and extracurricular learning.

Article 8 General compulsory courses, professional compulsory courses in principle are by closed-book examination. If the process assessment is lower than 60 points, the qualification for the final exam of this course will be cancelled, and the final score will be 0 points. If the test paper score is lower than 50 points, the course will be deemed to be unqualified in the final assessment and will not be comprehensively evaluated with the process assessment results. The teaching department and colleges should actively promote the separation of teaching and examination in a planned way, establish university-level and college-level examination questions banks, adopt the methods of joint examination between schools, generating examination papers from examination questions banks, hiring off-campus teachers to give questions, taking part in the unified examination in the province, etc., gradually expand the proportion of courses separated from teaching and examination, and promote the steady improvement of teaching quality.

Article 9 The course assessment method must be approved by the College and reported to the Teaching Department for the record. The teaching department will arrange the examination time for compulsory courses, and the examinations for other courses will be arranged by the college and reported to the teaching department for the record. All work must be completed

one week before the unified examination for compulsory courses. The deferred examination will be completed four weeks before the start of the next semester.

Chapter IV Examination Paper Proposition

Article 10 Propositional principle

(a) all examination methods should have questions, and each set of questions should have attachments, including reference answers and grading standards. Courses that are tested by means of defense, oral examination, practice, report, etc. also need to set up a scoring record table according to the scoring standard.

(2) The test proposition should follow the output-oriented requirements, and the test content should comprehensively cover the course objectives and support the achievement of graduation requirements. The examination proposition should pay equal attention to knowledge and ability, and clearly point out the scoring standards corresponding to the observation points supported by the curriculum objectives. The size of the questions, the degree of difficulty, the distribution of scores, etc. should match the strength of the support for the curriculum objectives.

(3) The test paper proposition should fully reflect the purpose of the test, the difficulty of the test questions should be appropriate, and the weight should be moderate. It is necessary to reflect the assessment of "basic concepts, basic methods and basic skills" and focus on guiding the development of students' comprehensive ability and creative thinking ability.

(four) the wording of the test questions should be rigorous and clear, scientific and reasonable, and should not exceed the outline to avoid ambiguity or misunderstanding; Don't deviate from the topic and strange questions, and avoid controversial issues in academic circles; It is necessary to ensure that there are no political and scientific mistakes in the test questions.

(5) if the courses offered by different majors in the same semester have the same name, if the course content and class hours are different due to different majors, they must be given questions separately according to the syllabus, and the same set of questions cannot be used.

Article 11 Score and Question Quantity

(1) The full score of the test questions is 100 points.

(2) The test proposition is determined according to the test time of 120 minutes.

(3) In principle, there should be four or more types of test papers.

(4) The amount of questions should be moderate, and students can complete them within the prescribed examination time.

Article 12 Proposition Requirements

(1) Questions generally include filling in the blanks, judging and analyzing, selecting, discussing, calculating, drawing, writing, case analysis, etc. Generally, a certain number of open questions should be set for each set of papers in the closed-book written examination.

(2) each examination course should be out of two sets of papers, followed by A and B volumes, with answers and scoring standards, two-way breakdown, and the repetition rate of the two sets of questions should not exceed 10%. The test paper proposition shall not directly choose the test questions that have been used in similar exams in the past two years.

(3) the courses that have built the test bank must use the questions in the test bank, and the test bank will update at least 20% of the new questions every year.

(4) the specific examination plan of the course of separation of teaching and examination is reported by the teaching and research section, audited by the secondary college, and reported to the teaching department for approval.

(5) The proposition work must be completed 4 weeks before the exam begins. It shall be reviewed and signed by the director of the teaching and research section and the professional director, and submitted to the examination management team of the college. The examination management team is responsible for checking the quality of the examination proposition, signing it after examination, and finally determining whether the proposition is valid.

(6) the examination paper should be neat and clear, and arranged according to the "Yunnan College of Business Management Examination Paper Template". Each set of questions should be equipped with clear reference (standard) answers and grading standards.

Chapter V Confidentiality of Examination Papers

Article 13 Requirements for confidentiality of propositions

(1) Before the examination, the examination management team randomly selects one of the two sets of questions A and B as the examination questions. The selected test questions and backup test questions should be classified according to the major, course and time of use, and then kept confidential.

(2) Teachers who give questions shall be responsible for the questions they give, and shall not pass the questions they give to other teachers without permission. If the questions are leaked during the examination, the school will investigate the responsibilities of relevant personnel according to the Measures for Handling Teaching Accidents of Yunnan College of Business Management (Revised).

(3) The problem-solving process and answers of the questions in the open-book examination should not contain contents that can be directly copied from textbooks or other permitted materials.

(4) When proposing a teacher's proposition, the storage carrier of the test questions (including computer hard disk and CD-ROM) should be encrypted for storage. It is strictly forbidden to mix the test questions with other courseware, and it is strictly forbidden for teachers to use online communication tools to transfer test papers to ensure the safety and confidentiality of the test questions.

Article 14 Review confidentiality requirements

(1) It is strictly prohibited for teachers to delimit the scope, refer to the key points or even penetrate the topic and disclose the topic during the review period.

(2) During the review period, teachers are forbidden to print test papers, let alone bring papers into the classroom.

(3) Before the exam, the teacher shall not talk about the contents of the questions and answers in public places or places where students are present, and shall not hint or disclose the questions and answers to others in any way.

(4) In case of the above situation, the school will investigate the responsibility of relevant personnel according to the Measures for Handling Teaching Accidents in Yunnan College of Business Management (Revised).

Chapter VI Printing of Test Papers

Article 15 Printing requirements

(1) The test paper is uniformly printed by the school printing room, and each teaching unit sends a special person to the scene to complete the printing of the test paper in an orderly manner.

(2) In addition to the written test, courses that are tested by means of defense, oral test,

implementation, report, competition, research report, project design, etc. still need to print standard test papers, scoring standards and scoring record forms, and the number is determined according to actual needs.

(3) After the completion of printing, it is necessary to thoroughly clean up the printing site and destroy the waste paper rolls. Before accepting the task of printing test papers and handing them over, the school printing room is responsible for the confidentiality of test papers.

(4) After the test paper is printed, the teaching department is responsible for organizing the special person assigned by each college to bind it. After the test paper is bound, it will be sealed and archived in bags, and the special person in charge of confidentiality will be responsible for it, and it will be opened before the exam. If a leak occurs during this period, the school will investigate the responsibility of the relevant personnel.

Chapter VII Examination Organization

Article 16 The school shall set up a patrol examination team composed of school leaders, teaching department, supervision office and leaders of secondary colleges, which shall be responsible for supervising and inspecting the examination style and discipline of invigilators and students during the examination. The teaching department and the secondary college are responsible for the overall deployment and implementation of the examination work.

Article 17 School in the twelfth week of the semester issues a notice of the final exam, the week before the exam announced the second-level college exam schedule, the second-level college according to the unified arrangement of the school, organize the completion of the final exam.

Article 18 Examination room should be a venue with good ventilation and perfect facilities, and the examination room should be arranged in different places. The number of candidates in each examination room should be 30-33, and the drawers of desks should face away from the candidates. Before the examination, the examination room should be cleaned up. Except for the necessary items (equipment) and text descriptions, there should be no items (equipment), words and charts related to the examination content in the examination room.

Article 19 Invigilators are arranged by the college where the students belong, and the teaching department makes overall arrangements. Teachers who are assigned to invigilate at

the end of the semester or during the semester (weekend) need to cooperate to complete the invigilation work without special reasons. If there are special circumstances, it should be reported to the college in written form, and reported to the teaching department for examination and approval after the approval of the college leaders, and other teachers should be arranged to take the place of invigilator.

Article 20 Colleges should focus on the training and publicity and education of invigilators and students before the exam, and timely preach and learn the contents of the "Yunnan College of Business Management Examination Management Measures" and "Yunnan College of Business Management Student Management Regulations" and other related documents. The invigilator should sign in at the examination office 30 minutes before the examination, get the examination paper, conduct invigilation according to the requirements of the Code for invigilators of Yunnan College of Business Management, and fill in the examination records and relevant forms carefully.

Article 21 When the invigilator discovers the phenomenon of violation of discipline and cheating in the examination process, he shall not conceal his partiality. He shall immediately suspend the examination of the student, confiscate his examination paper, truthfully fill in the information of the students who cheated or violated discipline in the examination room record form, and attach relevant evidence to the examination room record form, and send the students who cheated or violated discipline to the examination affairs office for handling.

Article 22 Colleges should set up special personnel to check the examination work of their own departments, the discipline of examination rooms and the performance of invigilators' duties, and solve problems in time when they are found.

Chapter VIII Marking, Reporting and Archiving of Results

Article 23 Marking arrangement

(1) The marking of written examination papers shall be organized by each college and each teaching and research section shall carry out flow operation according to the time and place specified by the college. The score of the test paper is only positive, and there must be marks of marking. Each marking teacher and reviewing teacher must sign the corresponding position of the test paper.

(2) It is strictly forbidden for marking teachers to let students participate in the final exam

marking, grading, statistical scores and other final exam-related work.

(3) The specific marking requirements shall be implemented with reference to the relevant provisions in Yunnan College of Business Management's Marking and Binding Operation Rules (including examination courses).

(4) After the completion of marking, teachers should evaluate the achievement of curriculum goals according to the detailed rules for the implementation of the college curriculum goals. On the basis of in-depth analysis of the achievement of curriculum objectives, this paper puts forward improvement measures to effectively strengthen the cultivation of students' ability.

Article 24 results reported

The completion of the examination results and the evaluation of the final total score should be carried out in accordance with the relevant provisions of the course assessment and score evaluation in the syllabus, and the score entry and review should be completed in the educational administration system at the time specified by the school.

Article 25 results query and correction

After the course examination results are evaluated, students should submit a written application to their secondary college within one week of the start of the next semester if they really have legitimate reasons to ask for examination papers. With the consent of the secondary college and the starting unit, the teaching department of the college is responsible for consulting the examination papers. If it is found that there are mistakes and omissions in the score and it is really necessary to change it, the teacher should report it to the "Examination and Approval Form for Grade Correction", and after the examination and approval is completed according to the process, it will be submitted to the teaching department for grade correction.

Article 26

(1) After the examination, each college should organize a serious summary and analysis of each course and the examination of this semester, and form a summary and analysis report. At the same time, summarize the students' test papers in different semesters to form a list of test papers.

(2) Within three days after the results are registered, the teacher shall bind according to

the requirements of Yunnan College of Business Management's Marking and Binding Operation Rules (including examination courses), and submit the examination-related materials to the teaching units for archiving.

(3) The Academic Affairs Office of each college should review the papers handed in by teachers, and check whether the number of papers is accurate. If the number of papers does not match the actual number of exams, it should find the papers in time to ensure accuracy.

(4) The examination papers of specialized courses are filed by colleges, and the examination papers of compulsory general courses and elective general courses are filed by the teaching units that undertake the teaching tasks. The delayed examination papers should be bound separately. For binding requirements, refer to Yunnan College of Business Management's Operating Rules for Marking and Binding (including examination courses) and file them together with the normal examination papers.

(5) The examination papers shall be filed by semester, grade, major, level and course. Professional skills courses should have corresponding electronic files and test plans, and the archiving specifications of electronic files should be formulated by the relevant colleges according to their professional characteristics.

(6) The archiving period of the test paper materials of the course is 7 years. The examination papers shall be destroyed by the archives after the expiration of the archiving period.

Chapter IX Supplementary Provisions

Article 27 These Measures shall be interpreted by the teaching department.

Article 28 These Measures shall be implemented as of the date of promulgation, and the original document "Measures for Examination Management of Yunnan College of Business Management" (No.43 [2017]) shall be abolished at the same time.

Annex:

1. Requirements of Yunnan College of Business Management for Examination of Discipline.

2. Yunnan College of Business Management invigilation code

3. Yunnan College of Business Management Examination Rules

4. Yunnan College of Business Management examination procedures

5. Yunnan College of Business Management marking and binding operation procedures
(including examination courses)

6. Yunnan College of Business Management Course Examination Application Form

7. Yunnan College of Business Management Course Examination Application Form
(online online assessment)

8. Yunnan College of Business Management Examination Record Form

9. Diary of the final exam of Yunnan College of Business Management.

10. Yunnan College of Business Management Test Paper Template

11. Yunnan College of Business Management answer sheet template

12. Yunnan College of Business Management two-way breakdown

13. Yunnan College of Business Management final exam candidates sign-in form

14. Yunnan College of Business Management Course Examination Paper Analysis Table

15 Yunnan College of Business Management on the undergraduate course teaching and examination separation test proposition and marking management regulations

Annex 1

Requirements for examination of discipline and discipline in Yunnan College of Business Management

First, the school set up an examination work leading group to be responsible for the leadership and management of the school's examination work. Each college (department) should set up a leading group for examination work and report it to the teaching department. The implementation of the examiner responsibility system, step by step, pay close attention to implementation, and effectively strengthen the leadership of the examination work. Personnel at all levels should attach great importance to examination management from the ideological point of view, put forward practical and effective measures to solve various problems in the examination, seriously examine the style of examination, and promptly investigate and deal with cheating in the examination.

Second, establish a strict examination room inspection system. School examination work leading group, each college (department) leaders should personally visit the examination room. Problems such as inadequate invigilators, lax discipline in examination rooms, and students cheating in exams should be dealt with in a timely manner. In case of serious cheating in exams, the relevant personnel should be held accountable.

Third, clarify the responsibility of invigilators. The invigilator teachers should conscientiously follow the invigilator code to ensure the implementation of the examination room rules. The invigilator should strictly implement the rules of the examination room and deal with the candidates who violate the discipline in time; For invigilators who fail to implement the relevant requirements, neglect management in the examination, especially fail to detect and stop students' cheating in time, resulting in serious consequences such as losing examination papers in the examination, depending on the seriousness of the case, 1-20 points will be deducted in the assessment of the month as the case may be, and the whole hospital will be informed criticism.

Fourth, conduct honesty education for students before the exam. It is necessary to carry out targeted ideological and moral education focusing on honesty education, so that students can establish the idea of honesty-based and fair competition, eliminate bad consciousness such

as cheating in the bud, and urge students to consciously abide by the discipline in the examination room.

Five, colleges (departments) should make full use of banners, wall newspapers, Internet and other forms to educate students, strengthen propaganda and ideological work, strengthen the awareness of teachers and students on the dangers of cheating in exams, and form a strong public pressure on exam cheaters.

Six, during the examination, students are strictly prohibited to bring mobile phones, draft paper, tape paper, etc. into the examination room, and those brought into the examination room should be kept in a unified location, otherwise the invigilator will be held accountable.

Seven, invigilator teachers must perform their duties in accordance with the relevant requirements of the invigilator code, before the exam, they must check the students' certificates, clean up the examination room, organize students to draw lots to arrange seats, let students sign in, read out the Rules of the Examination Room, and fill out the Registration Form of Examination Room after the exam.

Eight, resolutely, quickly and seriously deal with all kinds of cheating in the exam. Investigate and deal with all kinds of violations of discipline and cheating in the exam. The school will deal with it seriously according to the relevant regulations of teaching management until it is expelled from school. Those who violate the criminal law will be handed over to the public security organs according to law.

Nine, in order to enhance the transparency of examination management, enhance the invigilator's awareness of serious examination style and discipline, during the examination, each examination room will announce the invigilator's name and other relevant information and the report telephone number published by the teaching work department on the blackboard.

Annex 2

Code for invigilation of Yunnan College of Business Management

Invigilation is a very serious job, and invigilators must do a good job of examination and supervision in the examination room with a high sense of responsibility to ensure the smooth progress of the examination.

First, the invigilator should arrive at the test center office 30 minutes before the test to receive the test paper. Each examination room shall be provided with 2 invigilators, and the examination room with more than 100 people shall be provided with more than 3 invigilators.

Second, after the candidates enter the examination room, the invigilator should carefully clean up the examination room, organize the candidates to draw lots, and take their seats according to the lottery number. The exam must be arranged with a single person and a single table, and the candidates should sit in the middle of the chair. Candidates should fill in the "Yunnan College of Business Management Examination Candidate Sign-in Form" after taking their seats. Ten minutes before the examination, the examination class, examination subjects and examination time of this examination room should be announced to the candidates, and the examination rules of Yunnan College of Business Management should be read out.

3. The invigilator should give the candidates a corresponding time reminder 10 minutes before the end of the exam, and students can leave the examination room only 30 minutes before the end of the exam.

Fourth, the invigilator shall not change the examination time without authorization, and shall distribute the examination papers according to the prescribed time, and remind and urge the candidates to indicate their majors, classes, student numbers and names on the examination papers.

Five, the examination found that candidates have violated the discipline of the examination room, should immediately stop. Leave evidence for cheaters to stop the exam and leave the examination room. Write the words "cheating" on the cheating candidates' test papers, and truthfully record them in the examination record form, and fill in the "Registration Form for Examinees' Violation of Discipline in Yunnan College of Business Management".

Six, invigilators are not allowed to talk with candidates in the examination room, and are

not allowed to explain the content and meaning of the test paper; It is strictly forbidden to hint at the content related to the exam.

Seven, to the examination termination time, the invigilator should instruct candidates to stop answering, and timely recycling test papers and lottery bags, the invigilator should sort out the answer sheets in turn according to the candidates' student numbers, and count the number of copies; Fill in the Examination Record Form of Yunnan College of Business Management carefully and return it to the examination office.

Eight, invigilator teachers should conscientiously perform their invigilator duties. Do not read books, newspapers and magazines in the examination room; Do not prepare lessons, grade homework or review papers; Do not use mobile phones to chat online, browse the web or read e-books; Do not leave the examination room at will; Do not wear ringing shoes for invigilation; Do not sit and invigilate; Do not send text messages or answer the phone; No smoking, chatting, laughing or dozing off. Those who neglect their duties will be given 1-20 points for performance appraisal according to the seriousness of the case, and will be included in the teaching management assessment of each college (department).

Nine, invigilator teachers can not participate in invigilation for personal reasons, need to write a written application to the colleges (departments) for review and arrange corresponding teachers to replace them, and report to the teaching department for approval before they can take effect.

Annex 3

Yunnan College of Business Management Examination Rules

First, candidates should enter the examination room 15 minutes in advance, sit in the corresponding position according to the lottery number, and keep the lottery number until the end of the exam and hand it over to the invigilator. Those who are more than 15 minutes late after the start of the exam, late candidates can not enter the examination room, according to the absence of the exam. Candidates are not allowed to leave the examination room after the examination is started until the end of the examination.

2. Candidates must bring their student ID card (or campus card) and ID card (or other valid certificates) into the examination room, and put the valid certificates in the upper left corner of the table for the invigilator to verify. Those with irregular documents will not be allowed to take the exam.

Three, closed-book examination, candidates are not allowed to bring any books, notebooks, review outlines, paper, tape, correction fluid, newspapers, magazines and communication tools. Those who have been brought into the examination room should be placed in the designated position according to the requirements of the invigilator before issuing the papers. Otherwise, once found after the test, it will be treated as cheating.

Four, invigilator teachers unified distribution of answer sheets and draft paper, candidates may not use other paper instead. If you have any questions in the exam, you must raise your hand and ask questions with the consent of the invigilator.

Five, after receiving the test paper, candidates must first write down the major, class, student number, name, handwriting neat and clear. Complete the answer sheet independently, and do not whisper to each other, hint at each other, peek through books, materials, notebooks, etc. during the exam. It is strictly forbidden to take the test, answer and pass the test papers and notes.

Six, are not allowed to communicate with the outside in any form. All acts of answering papers through abnormal channels are punished as cheating. For cheating candidates, invigilators have the right to stop their exams, confiscate their papers, order them to leave, and give corresponding treatment according to the relevant regulations on student status

management.

Seven, to the examination termination time, candidates should immediately stop answering the paper, and turn the paper and draft paper on the table, until the invigilator teacher collects the paper before leaving.

Eight, the invigilator is the main executor of the examination room discipline, candidates must obey the management of teachers. Candidates have the right to supervise the irresponsible and dereliction of duty invigilators and report to the examination office after the examination.

Annex 4

Yunnan College of Business Management Examination Operating Rules

Time and examination stage		Operation schedule
begin an exam Qianbei hour	Preparation before exam	<p>1. Sign in at the examination office according to the time specified in the examination, and the examiner will explain the matters needing attention.</p> <p>2. Get the examination materials. Unpack the test paper, check the number of copies of the test paper, get the draft paper and the lottery number, wear the school badge and work card, and both of them will escort the test paper directly to the examination room.</p>
begin an exam Top 10 minute	Organize candidates to enter the venue.	<p>3. Organize candidates to enter the venue. At the entrance of the examination room, invigilator B will check whether the photos on the students' ID cards and resident ID cards of the candidates are consistent with himself, check and prohibit the candidates from bringing illegal items into the venue, prompt the candidates to hand them over to the designated place, and inform the candidates that bringing illegal items into the venue will be punished as cheating in the examination.</p> <p>4. The invigilator A protects the test paper, and instructs the candidates to draw the seat number from the seat lottery bag in the examination room, instructs the candidates to sit according to the drawn seat number, and lets the candidates keep the lottery number until the end of the examination.</p> <p>5. The invigilator reads out the Examination Rules of Yunnan College of Business Management to the candidates.</p>
formal begin an exam	Unpack and distribute the examination	<p>6. Remind the candidates again to hand over the illegal items brought into the examination room to the designated place, otherwise they will be punished as exam violations.</p> <p>7. distribute the examination papers.</p>

	papers	8. Examiner A instructs the candidates to fill in the examination papers as required. Fill in the class, name and student number on the answer sheet. Examiner B monitors the whole examination room and maintains the order of the examination room.
formal begin an exam after	After the exam begins	9. Examiner A once again checks the candidates' certificates one by one to check whether the candidates' filling and painting are standardized. If there is a problem, immediately identify and deal with it. Examiner B monitors the whole examination room. 10. After verifying the documents, the invigilator shall carefully supervise the work in tandem. Note: After 15 minutes, late candidates can't enter the examination room, and they will be punished as absent. 11. The invigilator A fills in the information of the candidates who are absent from the exam, and indicates the words "absent from the exam" on the test paper.
examination end Top 10 minute	Before the exam is over	12. Remind the candidates that there are still ten minutes before the end of the exam, and check whether the relevant information of the candidates is complete again.
examination end	The exam is over	13. The invigilator announced the end of the exam and immediately ordered the candidates to stop answering questions. 14. The invigilator A maintains the order of the examination room, and the invigilator B accepts the examination papers of the candidates, and after the lottery number is counted correctly, the candidates are organized to leave (to prevent the candidates from taking away the examination papers and answer sheets). 15. Examiner A records the candidates who violate the rules and regulations in the examination room record sheet and asks the candidates to sign for confirmation.

examination bring to a conclusion	Binding seal	16. The invigilator arranges the examination papers according to the order of the student number trumpet in the top and the large size in the bottom. 17. The invigilators A and B will jointly take the sorted examination papers to the examination office, and seal them after being checked and verified by the person in charge of the examination.
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Annex 5

Operating rules for marking and binding in Yunnan College of Business Management
(including examination courses)

First, marking organizational requirements

1. The college (department) shall organize each teaching and research section to carry out assembly line work (the specific number shall be determined by each college according to the design of the test questions, and in principle, it shall not be less than 3 people). It is forbidden for teachers to take test papers away from school for marking.

2. It is forbidden for marking teachers to let students (including all types of seniors) participate in the final exam marking, grading, statistical scores and other work related to the final exam.

3. The course director (director of the teaching and research section) of the second-level college will inform the school of the requirements and arrange special personnel for quality control.

Second, the examination paper marking requirements

1. The examination papers shall be reviewed and revised uniformly with a red signature pen or pen;

2. The score of the test paper must be consistent with the score on the score table;

3. When marking objective questions, cross the wrong questions, and do not give negative or zero points. Tick \checkmark correctly, and there is no need to mark the single question score.

4. When marking subjective questions, carefully give the score points according to the reference answers, and there shall be no half-tick. If half-tick is given, explain the reasons for deduction. If the subjective questions are not answered, the blank space will be marked with X and 0 points will be counted.

5. For calculation questions, reasoning questions, etc. which are graded by steps, tick \checkmark and \times step by step, and score the steps, and then summarize the total score to the first score of the question and the first score of the paper;

6. The first score and the first score in the test paper are expressed in the form of total score, and there can be no scoring methods such as "5+3";

7. It is forbidden for teachers to make a draft on the test paper when reviewing and modifying the test paper;

8. Cheating students will be scored with "0";

9. Keep the surface of the examination paper clean when marking it. In principle, the proofreading chapter is not used. When mistakes need to be proofread, the proofreading stamp shall be stamped with blue inkpad, and the reviewers and reviewers shall be stamped with red inkpad. In addition, if the score needs to be revised, please don't do it on the original score. Please draw a double horizontal line on the original score, make the revision in a conspicuous position next to it, stamp the proofreading seal after the revision and sign the name of the reviser.

Third, the paper binding

1. The binding of the final exam papers shall be completed by each teaching and research section. Graded, hierarchical, or bound separately according to the same class. The subject name on the cover of the test paper should be consistent with the subject name of the test paper, and abbreviations cannot appear.

2. The final examination papers of each course are bound into one volume by class, and the binding order of each volume is: cover (the contents on the cover are complete and clear), course examination application form, two-way detailed list of propositions, student process learning assessment form, candidate sign-in form, examination room situation record form, score registration form, student learning quality analysis form, reference answers and grading standards, blank volume, and student papers (including missing papers and cheating) The binding order of the delayed examination paper is: cover (the contents on the cover are completely and clearly filled in), course examination application form, two-way detailed list of propositions, student process learning assessment form, candidate sign-in form, examination room record form, score registration form, reference answers and grading standards, blank paper, student examination paper (including missing papers, cheating papers, answer cards or answer sheets) and back cover.

3. For courses that are tested by means of defense, oral examination, practice, report, competition, research report, project design and thesis, the "students' papers" in the above-mentioned binding materials are replaced by grading record forms (self-designed score

record forms according to the examination characteristics to reflect the assessment process) and students' works (some materials that cannot be printed are stored on electronic discs).

4. The course of computer-based examination (such as the 101 test) is adopted, and the "reference answers and grading standards" and "blank papers" in the above-mentioned binding materials are replaced by electronic CDs of the computer-based examination question bank; The "student test paper" is replaced by the electronic CD of the works or test questions completed by the students on the computer.

Yunnan College of Business Management * * College * * * * academic year * * semester
 course examination application form

Course name	Peer training course name, not abbreviation	Teachers who plan to write papers (examiners)	Can be multiple.
Teaching teacher		Examination questions preliminary examination teacher	Teachers, supervisors and expert members of the same major/teaching and research section
Course hours	Practical hours		course credit
Course nature And category	General compulsory courses <input type="checkbox"/> General elective courses <input type="checkbox"/> Specialized compulsory courses <input type="checkbox"/> Specialized elective courses <input type="checkbox"/>		
Examination type	Closed written test <input type="checkbox"/> Open written test <input type="checkbox"/> Implement oral test <input type="checkbox"/> Machine test <input type="checkbox"/> Works <input type="checkbox"/> Skills Test <input type="checkbox"/> Research Report <input type="checkbox"/> Others:		
grade	Major/level	Examination week	Examination place

Annex 7

Yunnan College of Business Management * * College * *-* * academic year * * semester
course examination application form

(Online online assessment)

Course name	Peer training course name, not abbreviation		Teachers who plan to write papers (examiners)	Can be multiple.	
Teaching teacher			Examination questions preliminary examination teacher	Teachers, supervisors and expert members of the same major/teaching and research section	
Test paper teacher			Number of examinees		
Course hours		Practical hours		course credit	
Course nature And category	General compulsory courses <input type="checkbox"/> General elective courses <input type="checkbox"/> Specialized compulsory courses <input type="checkbox"/> Specialized elective courses <input type="checkbox"/>				
Test paper type	Manual test paper intelligent test paper import test paper <input checked="" type="checkbox"/> 智能组卷 <input type="checkbox"/> 导入组卷 <input type="checkbox"/> Others:				
Number of test questions	Number of question banks		Import quantity		
grade	Major/level	Examination week		Examination method (mobile phone \ computer)	

<p>Examination design: (write down the specific forms, contents and design ideas of examination types)</p>			
<p>Scoring standard and proportion:</p> <p>The overall evaluation score is based on a percentage system, such as the usual score, final exam and experimental score (please write it according to the actual situation)</p> <p>(1) The process assessment score accounts for%, including autonomous learning (%), classroom performance (%), after-class homework (%), staged test (%) and other links (the content is not limited to the listed parts according to the actual course). If the absenteeism rate exceeds 1/3 of the teaching hours of the course, the examination qualification will be cancelled;</p> <p>(2) The final exam score accounts for%.</p> <p>(3) Experimental (training) scores account for%.</p>			
<p>Opinions of the Director of Teaching and Research Section:</p> <p>Signature:</p> <p>Year month day</p>	<p>Opinions of the professional person in charge:</p> <p>Signature:</p> <p>Year month day</p>	<p>College opinion:</p> <p>Signature:</p> <p>Year month day</p>	

Annex 8

Yunnan College of Business Management Examination Record Form

Class level		Academy				
subject of examination						
Examination time	Year, month, day, hour and minute-hour and minute		Examination place			
Number of candidates		Actual number of students	Deferred examination			
exempt from an examination		Cancel the examination qualification	be absent from an exam			
Deferred examination, exemption from examination, cancellation of examination qualification, and absence of candidates' records.	student number	(full) name	Candidates' situation	student number	(full) name	Candidates' situation
			Example: postpone the exam			
			exempt from an examination			
exam site feeling	Basic information:					

situation remember record	Records of cheating (violation of discipline) and handling opinions:			
	student number	(full) name	Cheating in violation of discipline	Candidates' signature confirmation
	Signature of invigilator:			
Submission of papers	Signature of examination roll-up: signature of examiner's review:			

Watchmaking Department: Teaching Department

Handling of unexpected situations in examination room

Record a form for each exam and submit it to the examination office of each college after the exam.

Teaching work department

Yunnan College of Business Management XX-XX school year XX semester final examination 《×

×××》 Examination

Paper Number _____ Assessment Method _____
 Department _____ Grade _____
 Class _____ Name _____
 Student Number _____

1. Multiple-choice questions (single choice/multiple choice) (There are x questions in this big question, and x points for each small question, so please answer on the answer sheet).

2. multiple-choice questions (single choice/multiple choice) (There are x questions in this big question, and each small question has x points, totaling x points. Please answer on the answer sheet)

number	score	Test-reviewers

Title number	1	2	3	4	5	score	Test-reviewer
score							

Please

pay attention:

1. Paper size: custom size, width 39 cm, height 27 cm; Margins: horizontally, the distance between the top and bottom is 1.5 cm, 3 cm on the left and 2.5 cm on the right; Document network: set to 2 columns.
2. The test questions are all in small four. Please don't modify the rest of the template except the Name of Subject.
3. Only the first page uses binding lines, and the following pages do not need binding lines.
4. You don't need to leave the answer position blank when you publish the paper, and use the answer sheet uniformly.

Annex 11

Yunnan College of Business Management ×× -×× academic year ×× semester final examination paper

"XXX" answer sheet

Department _____ Grade _____
 Class level _____ Name _____
 Student _____
 number _____

number	one	two	three	four	five	score	Test-reviewer
score							

number	score	Test-reviewer

1. Multiple-choice questions (single choice) (This big question has × questions, and each small question has × points, totaling × points. Please answer in the corresponding position below.)

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

2. Fill in the blanks (this big question is × empty, each blank is × points, totaling × points. Please answer in the corresponding position below.)

- 1、 2、 3、 4、 5、
 6、 7、 8、 9、 10、
 11、 12、 13、 14、 15、

(Please add or delete the serial number as needed)

number	score	Test-reviewers

3. Multiple-choice questions (multiple choices) (This big question has × questions, and each small question has × points, totaling × points. Please answer in the corresponding position below.)

1	2	3	4	5
11	12	13	14	15

number	score	Test-re viewers

4. Short answer questions/subjective questions/multiple-choice questions (this big question has × questions, and each small question has × points, totaling × points. Please answer in the corresponding position below.)

1、

2、

3、

(Please add or delete the serial number and answer area as needed.)

number	score	Test-reviewer
five		

5. Calculation questions (This big question has × questions, and each small question has × points, totaling × points. Please answer in the corresponding position below.)

1、

2、

3、

(Please add or delete the serial number and answer area as needed.)

Annex 12

Yunnan College of Business Management * *- * academic year * * semester exam proposition two-way breakdown table (Volume A)

Major/Level: Exam Grade: Course:

program objective score type of exam question	multiple choice	multiple-choice question	Case problem analysis	subtotal
Course objective 1						
Course objective 2						
Course objective 3						
Total (points)						100

Proposer: Director of Teaching and Research Section: Principal of Specialty:

Annex 13

Sign-in Form for Final Exam Candidates of Yunnan College of Business Management

classes			subject of examination			Signature of invigilator						
Examination time			Year, month, day, hour and minute-hour and minute						Examination place			
Number of people to refer to:				Actual reference number:				Number of deferred exams:				
Number of people exempted from examination:				Number of people disqualified from the examination:				Number of people absent from the exam:				
name	Seat	stud	(full)	name	Seat	studen	(full)	name	Seat	stud	(full)	
	1				22				43			
	2				23				44r			
	3				24				45			
	4				25				46			
	5				26				47			
	6				27				48			
	7				28				49e			
	8				29				50			
	9				30				51			
	10				31				52			
	11				32				53			
	12				33				54			
	13				34				55			
14			35			56						

15				36				57		
16				37				58		
17				38				59		
18				39				60		
19				40				61		
20				41				62		
21				42				63		

Annex 14

Yunnan College of Business Management Course Examination Paper Analysis Table
(Example)

College name: XX academic year and XX semester

Course name			Teaching class																
teacher			Score ratio		Examination mode	() written test () non-written test													
Examination achievement system	Achievement distribution	top score	95.02	Lowest points	45.02	average score	87.7												
		achievement	fail	60-69	70-79	80-89	More than 90 points												
		number of people	one	one	2	2	13												
		percentage	5.26%	5.26%	10.53%	10.53%	68.42%												
		<table border="1"> <caption>Line Graph Data</caption> <thead> <tr> <th>Score Range</th> <th>Number of Students</th> </tr> </thead> <tbody> <tr> <td>不及格</td> <td>1</td> </tr> <tr> <td>60-69</td> <td>1</td> </tr> <tr> <td>70-79</td> <td>2</td> </tr> <tr> <td>80-89</td> <td>2</td> </tr> <tr> <td>90分以上</td> <td>13</td> </tr> </tbody> </table>						Score Range	Number of Students	不及格	1	60-69	1	70-79	2	80-89	2	90分以上	13
Score Range	Number of Students																		
不及格	1																		
60-69	1																		
70-79	2																		
80-89	2																		
90分以上	13																		

Proposition analysis	1. The test questions and the requirements of the syllabus () are in line with () basically in line with () are not in line with.
	2. The total number of questions () is too much () is moderate () is too little.
	3. The difficulty of the examination questions () is difficult () is moderate () is easy.
	4. Examination coverage () covers more than 80% of the outline requirements.
	() Covering 60%~80% of the outline requirements.
	() Covering less than 60% of the outline requirements.
	5. Is the question structure reasonable () reasonable () more reasonable () unreasonable.
Analysis	
Improve ment Measure s	

Signature of the teacher: signature of the director of the teaching and research section:

Year month day month day month day.

This form is made in triplicate, one for the academic affairs office, the other for the college, and the third for the examination paper.

Annex 15

Yunnan College of Business Management on Undergraduate Courses

Administrative regulations on the examination proposition and marking of separation of teaching and examination

First, where the course is determined to be separated from teaching and examination, the responsible department may issue a paper jointly with other schools, use a test paper library or a test bank to form a paper, make a proposition by a proposition group or hire other teachers to make a proposition.

Two, the use of joint examination with foreign schools, the responsible department should strengthen communication with foreign schools, with reference to two or more syllabus, formulate the examination syllabus; According to the examination outline, set up an examination question bank; Invited proposition experts combined with the examination syllabus, according to the difficulty of the test questions and the design of different types of questions, the test papers should be organized and reviewed by the responsible department. Papers whose basic requirements are obviously different from those of our school shall not be used.

Three, the examination paper library test, the responsible department shall organize the examination, the used papers shall not be used again. The proportion of the basic theory, basic knowledge questions, thinking questions with certain difficulty and improving questions with considerable difficulty should be strictly implemented in accordance with the Regulations on Examination Management of Yunnan College of Business Management.

Four, the designated teacher proposition or proposition group proposition, should be based on the material proposition provided by the lecturer, the examination time is generally 120 minutes per game. Submit the test questions that meet the basic requirements of teaching, refer to the answers and grading standards, and make a paper after being examined and signed by the college.

Five, the separation of teaching and examination papers should be prepared with one set of questions A and B with the same difficulty and the same question type. The repetition rate of volumes A and B shall not exceed 20%, and the examination papers shall conform to the

Provisions on Examination Marking of Yunnan College of Business Management.

Six, the separation of teaching and examination examination marking work should be organized by the teaching units to focus on, using the form of closed marking, assembly line, the teaching units will organize to do a good job of paper analysis, and timely test summary.

Seven, the separation of teaching and examination papers should be strictly confidential, to prevent the occurrence of leakage accidents. Teachers are not allowed to inquire about the contents of examination questions for any reason, and those who violate discipline will be dealt with according to the Measures for Handling Teaching Accidents of Yunnan College of Business Management (Revised).