

NO. : \_\_\_\_\_

## 靜宜大學期中(末)考週隨班考試卷印製申請單

## Test Printing Order for In-class Midterm/Final Exams

|                             |   |                              |       |
|-----------------------------|---|------------------------------|-------|
| 擬取件日期<br>(Pick-up date)     | / /   | 送件日期<br>(Drop-off date)      | / /   |
| 選項<br>(Exam type)           | <input type="checkbox"/> 期中(Midterm) <input type="checkbox"/> 期末(Final) |                              |       |
| 所屬單位<br>(Affiliated unit)   |   | 核銷單位<br>(Reimbursement unit) | 綜合業務組 |
| 教師名稱<br>(Instructor)        |   | 班級名稱<br>(Class)              |       |
|                             |   | 科目名稱<br>(Subject)            |       |
| 科目名稱<br>(Subject)           | 試務考卷<br>Exam paper  | 會計科目代碼<br>(Code no.)         | 51221 |
| 底稿張數<br>(Pages of original) | A4 : _____張(sheets)   | 印刷份數<br>(Copies)             |       |
| 聯絡電話<br>(Phone number)      |   | 簽收人<br>(Signature)           |       |
|                             |   | 簽收日期<br>(Date)               |       |

◇ 備註：(1)試題底稿 A4 規格張數需達 3 頁(含)以上。(2)A4/A3 雙面印製。(3)試題卷與試題卷印製申請單請一併轉成 PDF 檔後，於繳交截止日前 E-mail 至綜合業務組承辦人。(4)試題卷領取將於印製完成後 E-mail 通知教師。

◇ Note: (1)The minimum number of the original is three A4 pages. (2)Double-sided A4/A3. (3)The original test and the print order form should be e-mailed in PDF format to the case officer at the Div. of R&C before deadline. (4)When the tests are printed, the instructors will be informed by e-mail.



第二聯(Second copy):綜合業務組存查(For Div. of R&amp;C record)

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