主考学校：三峡大学

助学单位：\_\_\_\_\_\_\_\_\_\_\_

学生课堂考勤本

(20 ­­­­­­­­­­­­­­­­­­——20 学年度第 学期)

年 级:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

专业班级: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

辅 导 员:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20 年 月——20 年 月

湖北省高等教育自学考试助学班专用

**填 写 说 明**

为了贯彻落实全国考委关于高等教育自学考试学业综合评价工作会议精神，切实做好学生学业综合评价和学习过程管理，提高自学考试学业综合评价质量，特制定《学生课堂考勤本》，以便完整如实记录学生课堂考勤情况，为填写规范，现作如下说明，请遵照执行。

1、要求考勤人员逐日认真据实填写、登记。不得涂改、撕页；考勤人员要将日期、周次、学生准考证号、学生姓名、课程名称以及教室信息等填写完整；

2、出勤请打“√”，旷课请打“×”，请假请打“△”，迟到请打“○”，早退请打“⊙”；

3、请假的学生可将请假条附在《学生课堂考勤本》附页上。

4、考勤记录需由各班级辅导员签字确认；

5、辅导员根据《学生课堂考勤本》中的考勤记录信息，于课程结束一周内统计汇总，对每门课程的每名学生的考勤成绩评定等级并填表送教务办；

6、《学生课堂考勤本》经各班级辅导员统计后，于每学期末交至教务办存档，作为学生学习档案保存到学生毕业。

学生名单:

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| 序号 | 姓名 | 准考证号 | 序号 | 姓名 | 准考证号 |
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日期:\_\_\_\_ 年\_\_\_月\_\_\_ 日 星期\_\_\_\_第\_\_\_\_周 日期:\_\_\_\_ 年\_\_\_月\_\_\_ 日 星期\_\_\_\_第\_\_\_\_周

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| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |  | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
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辅导员:\_\_\_\_\_\_\_\_\_\_\_

**请假条粘贴页**

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