FINAL TEST PROCEDURE

TEACHER:	CLASS:	(UNIT: _	
			TEST DATE:
	Procedure		Responsor
 A. PREPARING TI □ Requesting test pa □ Students (BLANK □ Please contact wi □ Material for class, 	Class teacher Class teacher Class teacher Class teacher		
☐ Preparing testin (make sure there is a	ng material. parent's suggestion at the	back of the end of te	st paper) School lady
(Studen	EST: s, while doing individuates outside the classroom is drawing pictures others	not suggested) teaching ai	
□ Correct test paper	cording pen to the s	=	Class teacher elter)
(before next classes) Record the point set beth test	School lady		
□ Return both test ♦ remind them to re ♦ Let them ask pare	t paper and report in the transfer test paper. The test paper. The test paper and the suggestion transfer to the transfer to the test paper. The transfer transfer to the transfer transfer to the transfer transfer transfer to the transfer	students & no (baby car	*
D. FILE MANAGE		one term.	School Lady
Communication: Thank you for your effort	in this term. Is there any	words for school or t	this class? Expect to read from y

Thank you for your effort in this term

Рамон	v a Comm	nande				Signa	ture:		
學習成效	学習 興趣	可家 功課	上課環境	教學 進度	服務 態度	電教滿意度	師資 滿意度	在家 複習 成效	考卷 回收率 (%)
(%) (依 Very Goo	%				Bad:1	計算百分比	 上率,由行	 	登錄之)
未續讀學生原 Name	RD:(Class Teac 原		_		改	善方	法	
本月網 Signat	Cla					/wk × Hea			

考試順序表 Test sequence

Class :_____

Number	Student's Name	Grade
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
□ 存檔	至電腦中	

- □ 將 Track 的數字改成學生英文姓名
- □ 用 Outlook Express 附加聲音檔案,將 E-mail 寄給學生家長