## 安徽医科大学临床医学院平时成绩管理规定

学生平时成绩作为形成性考核成绩，是课程考核成绩的重要组成部分。为引导师生注重课程教学过程考核，充分调动学生学习的积极性，规范学生平时成绩管理，特制定此办法。

第一条 学生平时成绩应当占课程考核总评成绩的30%~50%，具体比例由课程归属单位在课程教学大纲中确定。

第二条 学生平时成绩可由考勤、平时作业、课堂参与、单元测验、期中考试、参考阅读、课堂综合表现等不同项目组成。

第三条 每门课程学生平时成绩的项目及比例分配由任课教师按照相关规定确定，并应在开课初向学生公布。学校鼓励任课教师根据课程特点，提高过程考核占课程总评成绩的比重，采用多种平时考核项目，分阶段、多角度考核学生对专业知识的掌握程度和应用能力，注重对学生创新精神和实践能力的考核。

第四条 考勤应作为学生平时成绩的必选项目，并在平时成绩计算时占有一定比例。教师应于每次课前或课后检查学生出勤情况，并对出勤情况及时记录，每学期记录数应达到5~9次。考勤记录应采用统一的考勤符号：到堂用“√”，旷课用“○”，迟到、早退用“①”，假病用“|”，事假用“Δ”。

第五条 任课教师应根据课程性质和教学需要布置适量的平时作业，并认真批阅，及时记录作业批改评分情况。

第六条 学生平时成绩由任课教师在《安徽医科大学临床医学院学生平时成绩登记表》中根据学生在各个项目的得分情况进行记录，并于期末形成总评的平时成绩，并注明平时成绩计算办法。

第七条 学生平时成绩登记表应按照行政班级填写，每学期一班一表，学期结束时应随《安徽医科大学临床医学院考核成绩登记表》一道上交各教学单位教学秘书处，由课程归属单位存档。

教务处

2018年7月3日



# 学生平时成绩登记表

**20 ——20 学年度第 学期**

**二级学院**

**专业班级**

**课程名称**

**授课教师**

**教务处制**

**二〇一八年七月**

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| 本课程平时成绩计算方法： | | | | | | | | | | | | | | | | | | |