

附件 5:

## 学生查分复核申请流程

### 一、教学管理服务平台登录地址

<https://jw.qlu.edu.cn>

说明：教学管理服务平台（教务系统）已对接统一身份认证，登录时请使用统一身份的账号和密码。

### 二、浏览器

谷歌浏览器，Edge 浏览器或 360 浏览器

### 三、操作步骤

#### 步骤一、进入查分复核申请页面

点击【报名申请】-【成绩复查申请】，可以进入到页面中。



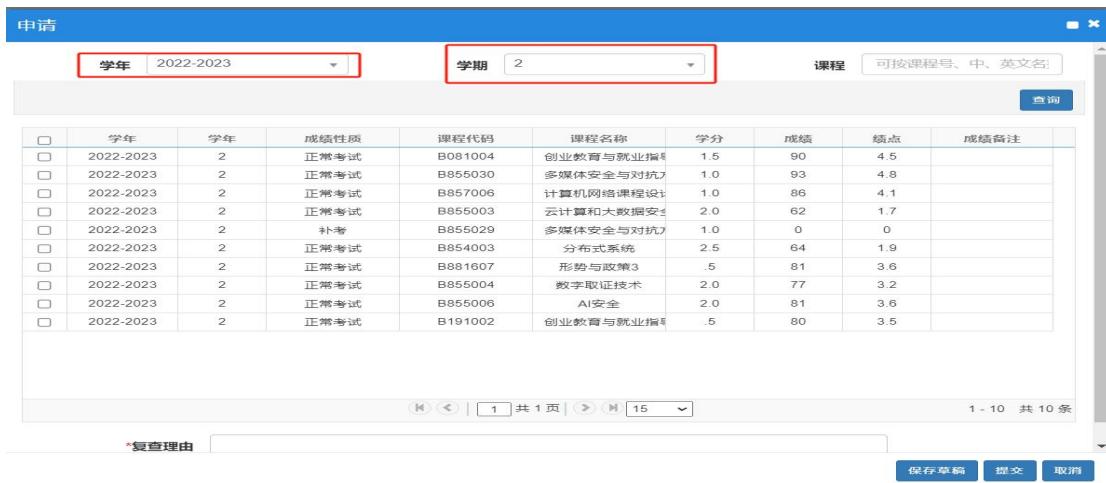
在【成绩复查申请】页面，可以选择“复查学年”、“复查学期”后，点击查询，查看申请记录。

## 步骤二、填写查分复核申请

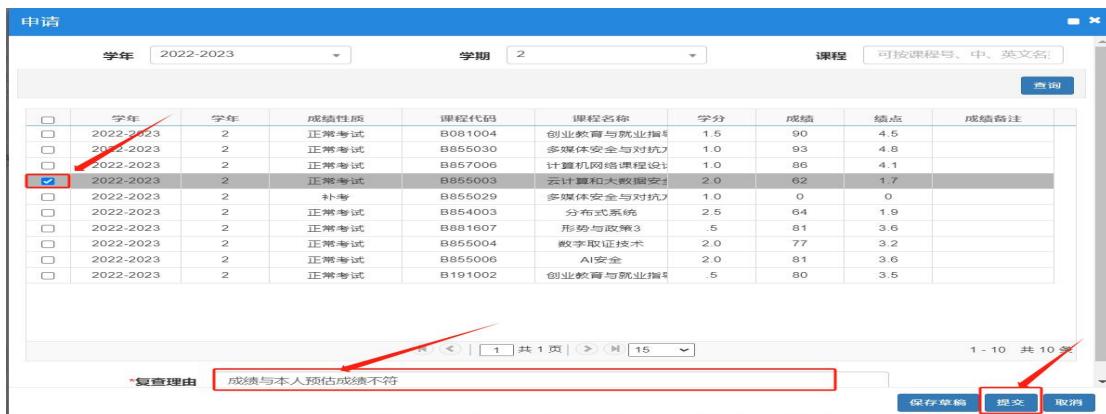
在【成绩复查申请】界面，点[申请]按钮，进入申请界面。



在申请界面根据查分复核课程，选择“学年”“学期”，点击[查询]按钮，可查询相应开课学期课程。



选择预进行查分课程，在“\*复查理由”栏输入好查分复核原因，点击[提交]按钮，完成申请。



提交完成的记录在【成绩复查申请】界面可以查看。审核状态为“待审核”或“审核中”的，可以在“流程状态”栏点击蓝色“流程跟踪”查看审核结果。

The screenshot shows the 'Score Review Application' interface. A modal window titled 'Process Tracking' is displayed, showing a flowchart with five nodes: 'Student Dean's Office Dean reviews' (blue), 'Teaching Affairs Vice-Director reviews' (red), 'Teaching Affairs Department Director reviews' (yellow), 'Teaching Affairs Manager reviews' (grey), and 'Reviewing' (green). The 'Reviewing' node is highlighted with a green border. Below the flowchart, a note says: 'Note: The above process flow is blue for review passed, red for review failed or returned, yellow for pending review, and grey for unarrived process.' At the top of the main interface, there are buttons for '+ Apply', 'Delete', 'Submit', 'Cancel Application', and 'Export'.

在【成绩复查申请】界面下，审核状态为“保存”的记录，可点击[提交]按钮，完成申请。

The screenshot shows the 'Score Review Application' interface. A record is listed in the table: 'Review Status' (highlighted with a red box) is 'Saved'; 'Year' is '2022-2023'; 'Semester' is '2'; 'Type' is 'Normal Examination'; 'Course Code' is 'B855003'; 'Course Name' is 'Cloud Computing and Big Data'; 'Grade Points' is '2.0'; 'Score' is '62'; 'Grade Points' is '1.7'; 'Remarks' is 'Score is consistent with the forecast'; 'Reason' is 'Normal Examination'; 'Application Time' is '2023-10-27 13:2'; 'Feedback' is ''; 'Feedback Time' is ''. A red arrow points to the 'Saved' status in the table. At the top of the interface, there are buttons for '+ Apply', 'Delete', 'Submit' (highlighted with a red box), 'Cancel Application', and 'Export'.

### 步骤三、查看申请结果

在【成绩复查申请】界面下，可查看申请结果状态包括：待审核、已通过、终止。

“终止”状态：表示不通过。

The screenshot shows the 'Score Review Application' interface. A record is listed in the table: 'Review Status' (highlighted with a red box) is 'Passed'; 'Year' is '2022-2023'; 'Semester' is '2'; 'Type' is 'Normal Examination'; 'Course Code' is 'B855003'; 'Course Name' is 'Cloud Computing and Big Data'; 'Grade Points' is '2.0'; 'Score' is '62'; 'Grade Points' is '1.7'; 'Remarks' is 'Score is consistent with the forecast'; 'Reason' is 'Normal Examination'; 'Application Time' is '2023-10-27 13:2'; 'Feedback' is ''; 'Feedback Time' is ''. A red arrow points to the 'Passed' status in the table. At the top of the interface, there are buttons for '+ Apply', 'Delete', 'Submit', 'Cancel Application', and 'Export'.

## 四、审核

成绩复查流程为：学生申请-学生所在学部（学院）教学秘书审核-学生所在学部（学院）教学院长审核-课程所在学部（学院）教学秘书审核-课程所在学部（学院）教学院长审核-教务处学籍管理科确认。

各环节审核人在【成绩管理】-【成绩复查管理】-【成绩复查审核】中进行审核。

