**新竹市立新科國民中學113學年度作業抽查辦法(修正案)**

**重要資訊，請公告於佈告欄**

**一、依據：**本年度教務工作計畫。

**二、目的：**

(一) 了解學生各科學習狀況及與任課教師互動之情形。

(二) 確實掌握教學情況並給予教師適度回饋與建議。

**三、實施方式：**

(一) 抽查對象：全校學生。

(二) 抽查項目：

1. 國文科-習作、作文 (含段考共四篇，九年級模擬考可列入採計，其中至多可以心得兩篇且

經該班國文教師批閱並予以回饋可視同作文一篇;至多可呈現詩歌體一篇；但日記

不可併入抽查。)

2. 英文科-習作(讀寫與聽力)

3. 數學科-習作

4. 自然科-習作(實驗與練習題)

5. 社會科-習作

(三) 實施期程與抽查範圍：

1. 第一次抽查：抽查時間為113/10/31(四)第七節；抽查範圍為國文科、英文科、數學科、

自然科、社會科第一次段考範圍。

2. 第二次抽查：抽查時間為113/12/05(四)第七節；抽查範圍為國文科、英文科、數學科、

社會科、自然科第二次段考範圍及作文。

(四) 抽查內容與標準：

1. 習作(作文)封面資訊是否填寫完整、正確，且習作(作文)保持整潔、字體清晰。

2. 錯誤之處是否用立可帶修正、紅筆訂正，非直接用筆塗改錯誤處做訂正。

3. 抽閱範圍最後一頁上方是否有教師批閱確認習作(作文)皆已完成訂正且無誤的簽章。

(五) 查閱流程：

1. 學藝股長於抽查日前完成「作業抽查班級自我檢核表」(如附件一)，並請任課教師及導師

審閱後簽章，於抽查當日交回教學組存查。

2. 教務處於抽查時間前一日以抽籤方式決定抽查之學生名單並公告班級。

3. 請學藝股長將抽查學生之習作(作文)收齊、依座號排序後，交至教務處進行抽查。

4. 經教務處人員抽查後，合格者將於抽查範圍最後一頁加蓋「合格章」；不合格者於未通過部

分蓋「訂正章」。

5.合格者之習作(作文)送予校長檢閱後予以敘獎。

(六) 相關獎懲規範：

1. 經校長檢閱後，認真學生依學生獎懲辦法第九項第十七款予記嘉獎乙支。

2. 作業抽查檢核表將影印發給導師參考。

(七) 特殊個案學生(包含資源班及情緒障礙等……)抽查規範：依本校個別化教育計畫會議討論決議

辦理。

四、本辦法經校長通過後實施，修正時亦同。

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※本表請於抽查日前完成，並請任課教師及導師審閱後簽章，於抽查當日交回教學組存查※

附件一

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| 701 | 22 |  |  |  |  |  |  |  |  |  |  |  |
| 701 | 23 |  |  |  |  |  |  |  |  |  |  |  |
| 701 | 24 |  |  |  |  |  |  |  |  |  |  |  |
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| 任課教師確認後簽章 | | |  | |  | |  | |  | |  | |
| 導師確認後簽章 | | |  | | | | | | | | | |
| 教務處簽章 | | |  | | | | | | | | | |

※本表請於抽查日前完成，並請任課教師及導師審閱後簽章，於抽查當日交回教學組存查※