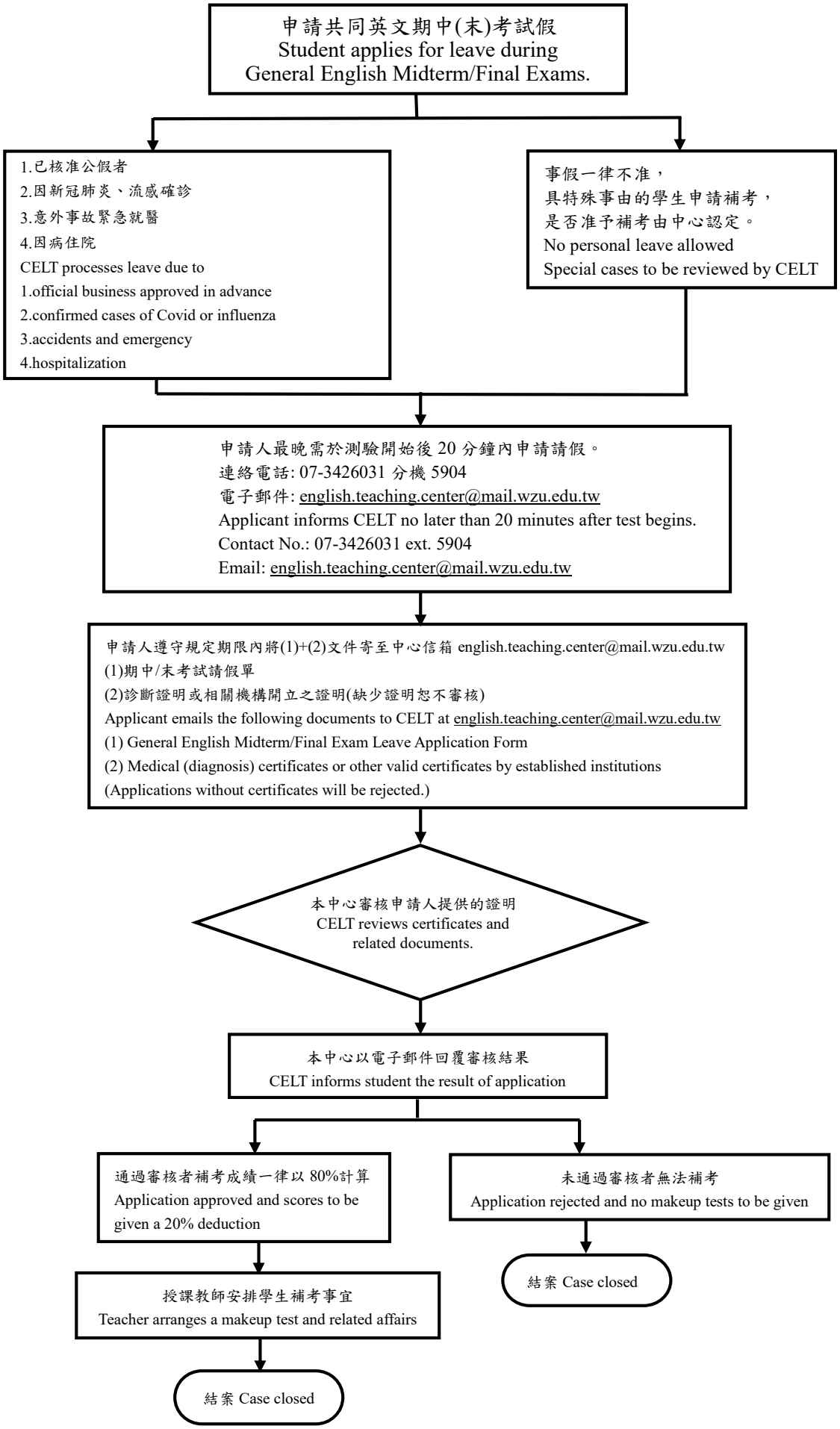共同英文課程期中(末)考試請假流程圖