共同英文課程期中(末)考試請假流程圖

申請共同英文期中(末)考試假
Student applies for leave during
General English Midterm/Final Exams.

1.已核准公假者
2.因新冠肺炎、流感確診
3.意外事故緊急就醫
4.因病住院
CELT processes leave due to
1.official business approved in advance
2.confirmed cases of Covid or influenza
3.accidents and emergency
4.hospitalization

事假一律不准，
具特殊事由的學生申請補考，
是否准予補考由中心認定。
No personal leave allowed
Special cases to be reviewed by CELT

申請人最晚需於測驗當天 23 點 59 分以前填寫 Google 表單向英語教學中心申請，並且於測驗隔日 23 點 59 分以前，填妥「期中(末)考試請假單」連同附件「診斷證明」或相關機構開立之證明寄至英語教學中心電子信箱。
Applicant must complete the Google Form and submit their application to CELT no later than 23:59 on the test day at the latest, and submit the document indicated below by email to CELT before 23:59 the day after the test.
Email: english.teaching.center@mail.wzu.edu.tw

申請人遵守規定期限內將(1)+(2)文件寄至中心信箱 english.teaching.center@mail.wzu.edu.tw
(1)期中/末考試請假單
(2)診斷證明或相關機構開立之證明(缺少證明恕不審核)
Applicant emails the following documents to CELT at english.teaching.center@mail.wzu.edu.tw
(1) General English Midterm/Final Exam Leave Application Form
(2) Medical (diagnosis) certificates or other valid certificates by established institutions
(Applications without certificates will be rejected.)

本中心審核申請人提供的證明
CELT reviews certificates and
related documents.

本中心以電子郵件回覆審核結果
CELT informs student the result of application

通過審核者補考成績一律以 80%計算
Application approved and scores to be given a 20% deduction

未通過審核者無法補考
Application rejected and no makeup tests to be given

結案 Case closed

授課教師安排學生補考事宜
Teacher arranges a makeup test and related affairs

結案 Case closed