**1.成绩单汇总**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **负责人** | **联系人** | **成绩单姓名** | **学号** | **考试学年** | **考试学期** | **分数** |
|  |  | ××× | ××××× | 2018-2019 | 一 | ××× |
|  |  | ××× | ××××× | 2017-2018 | 一 | ××× |  |

**2.插入成绩证明或上岗证扫描件**