

# 华北电力大学文件

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## 关于印发《华北电力大学考试规范及 考试违规处理办法（2022年修订）》的通知 Notice on Issuing the Regulations on Examinations and the Disciplinary Measures for Examination Violations (2022 Revision) by NCEPU

校直各单位：

为进一步严肃考试纪律，规范考试管理，树立良好学风考风，依据《中华人民共和国教育法》《中华人民共和国高等教育法》和《普通高等学校学生管理规定》（教育部令第41号）等有关文件精神，结合我校实际，对《华北电力大学考试规范及考试违规处理办法（2017年修订）》（华电校教〔2017〕34号）进行了修订。修订后的《华北电力大学考试规范及考试违规处理办法》经学校2022年第1次校长办公会议审议通过，现予以印发，请遵照执行。

All departments of NCEPU:

In order to further uphold examination discipline, standardize examination management, and establish a good academic and examination atmosphere, according to “The education law of the People's Republic of China”, “The higher education law of the People's Republic of China” and “Ordinary institutions of higher learning students management regulations”(Ministry of Education to no. 41) and other relevant documents spirit, combining the reality of our university, “North China Electric Power University examination specification and examination irregularities processing method (2017) ”(NCEPU teaching [2017] No.34) was revised. The revised Examination Standards and Examination Violation Handling Measures of North China Electric Power University have been deliberated and approved at the 1st Office meeting of the President in 2022, and are hereby printed and distributed. Please comply with them.

April 8<sup>th</sup>, 2022

2022 年4 月8 日

# 华北电力大学考试规范及考试违规处理办法

(2022年修订)

## Rules for Examinations and Disciplinary Measures for Examination Violations at North China Electric Power University (2022 Revision)

### 第一章 总 则

#### Chapter I General rules

第一条 考试是高等学校公正选拔和评价人才、检查教学和学习效果、保证教学质量的主要手段。为了进一步严肃考试纪律，规范考试管理，树立良好学风考风，根据上级有关文件精神，结合我校实际，制定本办法。

Article 1 Examinations are the main means for higher education institutions to fairly select and evaluate talents, check the effects of teaching and learning, and ensure the quality of teaching. In order to further uphold examination discipline and standardize examination management, and to establish a good academic atmosphere, this regulation is formulated based on the relevant provisions of the higher education institutions and in accordance with the actual situation of our school.

第二条 本办法适用于学校组织举行的所有考试（含全国大学英语四、六级考试等）。

Article 2 This regulation applies to all examinations organized by the school (including College English Test Band 4, College English Test Band 6, etc.).

## 第二章 监考教师职责

### Chapter II invigilators' duties

第三条 考试监考是学校正常教学活动之一，是教师教学工作重要组成部分，所有教师都应当承担监考任务。各院系负责监考任务的具体安排。

Article 3 Exam invigilation is one of the normal teaching activities of the school and an important part of teachers' teaching work. All teachers should undertake the invigilation task. The institutes are responsible for the specific arrangement of the invigilation task.

第四条 监考教师认真负责做好监考工作，是维护考场秩序、严肃考试纪律、刹住作弊歪风的关键。监考教师在考前要加强对考生考试纪律的教育，使学生充分认识到作弊的危害性和严重性；在监考时，要认真履行职责，及时制止学生作弊行为。要严格监考，对于无视考场守则，违反考试纪律的学生，要严肃及时处理。

Article 4 The invigilator is responsible for the invigilator work, is the key to maintain the order of the examination, serious examination discipline, putting a stop on cheating. The invigilator should strengthen the education of examination discipline before the examination, so that students fully realize the harm and seriousness of cheating, they should perform their

duties seriously and stop students cheating in time. To strict invigilation, for ignoring the examination rules, violate the discipline of students, to be serious and timely treatment.

第五条 严格考场纪律，除主监考外，每个考场另行安排一至两名副监考。

Article 5 Strict discipline should be maintained in the examination room. In addition to the main invigilator, each examination room arranged another one or two deputy invigilators.

第六条 监考教师一经排定，原则上不得更换。确因特殊情况不能监考的教师，至少提前一天说明情况，由派出单位负责调换，并报教学管理部门备案。监考教师无故不能如期到达考场者，须由其所在单位负责安排他人代替，事后查明未到原因，按学校有关规定处理。

Article 6 Once the invigilators have been arranged, they shall not be replaced in principle. If a teacher cannot proctor the examination due to special circumstances, he or she shall explain the situation at least one day in advance, and the dispatching unit shall arrange for a replacement and report to the teaching management department for record. If a invigilator fails to arrive at the examination venue on schedule without good reason, his or her unit shall arrange for someone else to replace him or her, and the reason for not arriving shall be investigated and dealt with according to the relevant school regulations.

第七条 监考教师应当提前 20 分钟进入考场，做好考试前各项准备工作，包括熟悉考场、清点考卷、准备答题纸、了解考生人数、清擦黑板等。

Article 7 Invigilators shall enter the examination venue 20 minutes before the start of the examination to prepare for the examination in advance, including becoming familiar with the venue, counting the examination papers, preparing answer sheets, learning the number of students, and cleaning the blackboard.

第八条 主监考教师负责提供考场清单，考场清单可从华北电力大学考务系统中打印或由教学秘书协助打印。监考教师要严格检查考生身份，确保考生证件与本人身份一致相符。根据学生名单，监考教师应当采取相应措施（如按考场清单随机指定考生座位、贴考生姓名等）安排好考场座位。在考场允许情况下，尽量让考生隔列就座，维持良好考场秩序。

Article 8 The main invigilator shall provide the list of the examination venues, which can be printed from the North China Electric Power University examination system or assisted by the teaching secretary. invigilators shall strictly check the identity of the candidates and ensure that their identification documents match their identity. Based on the student list, invigilators shall take appropriate measures (such as randomly assigning the seats of the candidates according to the list of the examination venues, pasting the names of the candidates, etc.) to arrange the seats in the examination venue. Under the circumstances permitted by the examination venue, try to arrange the candidates to sit apart to maintain good order in the examination venue.

第九条 监考教师在考试开始前要向学生宣读考场纪律，并提醒考生课桌上及课桌内不得留放书籍、笔记本、纸张、电子、手机及通讯设备等物品，要统一将上述物品放在指定地点，尤其是手机及通讯设备不允许带入考场，如已带入者，应当放到监考教师指定位置。同时要求考生检查桌面上是否写有与考试科目有

关的内容，考生如发现相关内容，要主动请监考教师调换座位或者擦除。开卷考试开考前，监考教师要向考生明确可以带入考场的物品和材料。

**Article 9** Before the start of the examination, invigilators shall read the examination discipline to the students and remind them that books, notebooks, paper, electronic devices, mobile phones, and communication equipment shall not be left on the desk or in the drawer. They shall be placed in a designated place in unison. In particular, mobile phones and communication equipment are not allowed in the examination venue. If a candidate has brought them in, they shall be placed in the designated place by the invigilators. At the same time, the invigilators shall ask the candidate to check whether there are any contents related to the examination subject on the table surface. If the candidate finds relevant contents, he or she shall ask the invigilators.

第十条 监考教师在分发考卷前，要准确清点考生人数，准时下发考卷。

**Article 10** Before distributing the exam papers, the supervising teacher shall accurately count the number of examinees and distribute the exam papers on time.

第十一条 监考教师不得在考场内聊天、抽烟、看书报、玩手机、做考题等其它与监考无关的事情；不得中途随意离开考场；更不能允许与考试无关人员进入考场。

**Article 11** The invigilators shall not engage in any other activities unrelated to supervising, such as chatting, smoking, reading newspapers or magazines, using mobile phones, or doing the exam questions in the examination room. They shall not leave the examination room at random

during the examination, and shall not allow any irrelevant persons to enter the examination room.

第十二条 监考教师不得解释题意，更不准做任何提示。

Article 12 The invigilators shall not explain the meaning of the questions, nor shall they give any hints.

第十三条 监考教师要严格按照学校规定时间进行考试，不得随意改变考试时间。若确有特殊情况需改变考试时间时，应由主监考教师提前请示院系同意后报相关教学管理部门批准，并及时通知有关人员和考场，以使考试时间一致。

Article 13 The invigilators shall strictly follow the school's schedule for the examination and shall not change the examination time arbitrarily. If there are special circumstances that require changing the examination time, the supervising teacher shall request the relevant academic department's approval in advance and report it to the relevant teaching management department for approval, and inform the relevant personnel and examination rooms in time to ensure that the examination time is consistent.

第十四条 监考教师在监考过程中，应当认真履行职责，维护好考场秩序，严禁考生出现违规行为。如发现考场秩序混乱，有违规情况而不及时制止，出现大面积考试作弊的；或考试后有人举报考场纪律混乱，秩序失控，出现多人考试作弊现象的，经调查属实，按学校有关教学事故认定的处理办法处理并给予相应处分。

Article 14 During the invigilators process, the invigilators shall fulfill their duties seriously and maintain the order of the examination room. They shall strictly prohibit any irregularities from occurring among the examinees. If they find that the examination order is chaotic, the



irregularities are not dealt with in time, or there is widespread cheating during the examination; or after the examination, there are reports of disorderly examination room discipline, loss of control, and widespread cheating during the examination, and after investigation, it is found to be true, they shall be handled according to the school's relevant regulations on the identification and handling of teaching accidents and given corresponding punishments.

第十五条 考试结束时，应要求考生立即停止答卷，及时收回试卷，并检查试卷份数是否与考生数相符。

Article 15 When the examination is over, the invigilators shall require the examinees to stop answering immediately and collect the exam papers in time. They shall also check whether the number of exam papers matches the number of examinees.

第十六条 监考教师应当认真填写《考场情况记录表》，考试结束后将其交课程所在院系或相应教学管理部门。出现问题的考场，监考教师在考试结束后应及时将考生试卷、作弊材料及《考场情况记录表》交相关教学管理部门处理。

Article 16 The invigilators shall fill in the "Record of Examination Room Situation" seriously and submit it to the relevant academic department or teaching management department after the end of the examination. In the examination room, the invigilator should submit the examinee's examination paper, cheating materials and the examination room record form to the relevant teaching management department after the end of the examination.

第十七条 对于采取口试、论文等其它方式考核的课程，各院系要加强对考试过程的管理，严禁学生以其它形式作弊。

Article 17 For the courses that take oral examination, thesis and other assessment methods, each Departments should strengthen the management of the examination process, and strictly prohibit students from cheating in other forms.

第十八条 采取线上考试的，监考教师要根据考试条件、考试方式等情况，遵循公平公正原则，因地制宜地做好监考工作，同时参照一般考试要求履行好监考职责。

Article 18 For online exams, the invigilators should carry out the proctoring work in accordance with the examination conditions and examination methods, adhering to the principle of fairness and justice, and adapting to local conditions. At the same time, the proctor should fulfill the duties of proctoring in accordance with the general requirements of exams.

### 第三章 学生考场守则

#### Chapter III Rules of the examination room for students

第十九条 学生应当自觉遵守考场守则，诚实守信，增强遵纪守法自觉性，严禁出现各类违规行为。

Article 19 Students should consciously abide by the examination room rules, be honest and trustworthy, enhance the consciousness of abiding by the law, and strictly prohibit all kinds of violate the rules behaviors.

第二十条 考生应按考试规定时间提前 10—20 分钟进入考场。考生应当服从监考教师指挥，按监考教师安排座位就座，做好考前各项准备工作。考试开始后迟到 15 分钟者，取消考试资格，视作旷考。

Article 20 Candidates shall enter the examination room 10-20 minutes before the scheduled time. They shall follow the instructions of the invigilators and sit in the seat arranged by the invigilators, and prepare for the examination before the examination. Candidates who arrive 15 minutes after the start time of the examination shall lose their examination qualifications and be considered absent.

第二十一条 考生凭学校规定证件（如校园卡、学生证、身份证）参加考试，并将证件放在桌子指定位置，以便检查。无证件者不得参加考试。

Article 21 Candidates shall participate in the examination with the specified documents (such as campus card, student ID card, and ID card) required by the school and place them in the designated position on the table for inspection. Candidates without the specified documents shall not be allowed to participate in the examination.

第二十二条 考生不准在课桌内、课桌上写与考试科目有关的内容。在考试开始前，如发现有关内容，要主动请监考教师调换座位或者擦除。否则，一律按作弊处理。

Article 22 Candidates shall not write any content related to the examination subject on the desk or table. Before the examination starts, if any such content is found, the candidate shall ask the invigilators to change the seat or erase it. Otherwise, it shall be treated as cheating.

第二十三条 考试时，除必要文具和监考教师同意带进考场的物品外，其它未经监考教师允许带入考场的书籍、讲义、笔记、电子、手机及通讯设备等物品，应当按监考教师指定位置放置。

Article 23 During the examination, except for necessary stationery and items allowed by the invigilators to be taken into the examination room, other books, notes, electronic devices, mobile phones, and

communication equipment that have not been approved by the invigilators shall be placed in the designated position specified by the invigilators.

第二十四条 考试开始 30 分钟以后，准予交卷出场。考生交卷后应马上离开考场，不得在考场内逗留或在考场附近大声喧哗。

Article 24 Candidates shall be allowed to leave the examination room 30 minutes after the examination starts. After submitting the examination paper, the candidate shall leave the examination room immediately and shall not stay or make loud noises in the examination room or the surrounding area.

第二十五条 考生在考场内不准从事与考试无关活动，不准互相谈话，不得传递任何物品。如试题字迹不清时，可举手示意，询问教师。

Article 25 Candidates are not allowed to engage in activities unrelated to the examination, talk to each other, or pass on any items. If the handwriting is not clear, you can raise your hand and ask the invigilators.

第二十六条 考生在考试过程中不允许旁窥、交头接耳、互打暗号或者手势。

Article 26 Candidates are not allowed to peep, whisper, signal or gesture to each other during the examination.

第二十七条 考生严禁自带纸张。考生的试题、答题纸、答题卡、草稿纸等由监考教师统一发放，考试结束后统一收回。无论何种情况，严禁将上述物品带出考场。

Article 27 Candidates are strictly forbidden to bring their own paper. Examinees's questions, answer sheet, draft paper uniformly

issued by the invigilator, unified recovery after the end of the examination. In any case, do not take the above items out of the examination room.

第二十八条 考生严禁私自将装订成册的试卷、答题纸拆开。

Article 28 It is strictly prohibited for candidates to disconnect the bound test papers and answer sheets without permission.

第二十九条 考生不准中途离开考场。如确实由于特殊原因，需要离开考场者，必须有监考教师陪同。对于无正当理由擅自离开考场者，按考试违纪处理。

Article 29 Candidates are not allowed to leave the examination room midway. If you need to leave the examination room due to special reasons, you must be accompanied by the invigilator. Those who leave the examination room without justifiable reasons shall be treated as violation of the examination.

第三十条 考生若要提前交卷，应举手示意，在监考教师收卷后方可离开考场。考试结束，监考教师宣布收卷时，考生应立即停止答卷，在座位上等待监考教师收卷，教师清点考卷无误后，考生方可离开考场。

Article 30 If candidates want to submit the paper and answer sheets in advance, they should raise hand and leave the examination room after the invigilator receives the paper. At the end of the exam, the invigilator announces the receipt of the paper, the examinee should immediately stop writing the answer sheet, wait for the invigilators on the seat to receive the paper, after the invigilators counts the examination papers, the examinee can leave the examination room.

## 第四章 考试违规及处理办法

### Chapter IV Examination Violations and Handling Measures

第三十一条 学生考试违规分为考试违纪、考试作弊、考试严重作弊三种。

Article 31 Students' violations in examination shall be divided into three kinds of discipline violation, cheating and serious cheating.

第三十二条 学生有下列情况之一，属考试违纪：

Article 32 Any student under any of the following circumstances is a violation of the examination:

(一) 未按照监考教师指定座位就座；

(I) Failing to take the seat assigned by the invigilators;

(二) 未按监考教师指定位置放置携带物品；

(II) Failing to place personal belongings in the designated location as instructed by the invigilators;

(三) 私自将装订成册的试卷、答题纸拆开；

(III) Unauthorized disassembly of bound exam papers and answer sheets;

(四) 考试过程中旁窥、交头接耳、互打暗号手势；

(IV) Cheating during the exam by looking over the shoulder, whispering, or making secret hand signals;

(五) 不按时交卷或交卷后又返回试图更改试卷；

(V) Failing to submit the exam on time or returning to the exam after submission to make changes;

(六) 未经监考教师同意，在考试过程中擅自离开考场；

(VI) Leaving the exam room without permission from the invigilators during the exam;

(七) 在考场或禁止范围内，喧哗、吸烟或者实施其他影响考场秩序的行为；

(VII) Creating a disturbance or smoking in the exam room or in the prohibited area, or engaging in other behaviors that disrupt the exam order;

(八) 将试题、答题纸、答题卡、草稿纸等不允许带出考场的考试用纸带出考场或者故意销毁试题、答题纸、答题卡等考试材料的；

(VIII) Taking out or intentionally destroying exam papers, answer sheets, answer cards, or draft paper that are not allowed to be taken out of the exam room;

(九) 用规定以外的笔或者纸答题，或者在试卷规定以外的地方书写姓名、考号，或者以其他方式在答卷上标记信息；

(IX) Writing with pens or paper other than those specified, or writing one's name, student ID number, or otherwise mark the information on the answer sheet;

(十) 其它违反考场守则但尚未构成考试作弊的行为。

(X) Other violations of the examination code of conduct that do not constitute cheating.

第三十三条 学生有下列情况之一，属考试作弊：

Article 33 A student is considered to have cheated in an examination if they engage in any of the following:

(一) 携带未经允许、与考试科目内容相关材料参加考试；

(I) Attempting to take the exam with materials that are not permitted and that are related to the subject of the exam;

(二) 偷看、抄袭与考试有关的资料或他人试卷；

(II) Peeking or copying materials related to the exam or the answers of others;

(三) 抢夺、窃取他人试卷、答题纸或者胁迫他人为自己抄袭提供方便；他人强拿自己试卷、答题纸而不及时阻止、不报告监考教师；

(III) Rob, steal others' papers and answer sheets or force others to provide convenience for plagiarism; force others to take their own papers and answer sheets without stopping or report to the invigilators;

(四) 携带电子通讯设备进入考位，且带有考试相关内容；

(IV) Carrying electronic communication devices into the examination seat and having exam-related content;

(五) 在以大作业、论文、专题报告、综述等作为考核方式时，抄袭、下载、剽窃他人相关文章；



(V) Plagiarism, downloading and plagiarizing relevant articles when using large assignments, thesis, special reports, reviews and other assessment methods;

(六) 在教师阅卷或其它情况下, 发现答案雷同或试卷与参加考试人数不符等其它情况, 经调查核实确属作弊的;

(VI) In cases where teachers discover answers are identical or that the number of test takers does not match the number of participants in the examination, or other similar situations, and after investigation and verification, it is determined that the student has cheated;

(七) 协助考生作弊的;

(VII) Assisting cheaters;

(八) 其他以不正当手段获得或者试图获得试题答案、考试成绩。

(VIII) Obtaining or attempting to obtain answers to questions or examination results through other improper means.

第三十四条 学生有下列情况之一, 属考试严重作弊:

Article 34 A student is considered to have serious cheating in an examination if they engage in any of the following:

(一) 第二次作弊;

(I) The second time they cheat;

(二) 由他人代替考试或替他人参加考试;

(II) Take the test for or on behalf of another person;

(三) 组织作弊（有计划、有组织作弊）；

**(III) Organizing cheating (planned and organized cheating);**

(四) 使用通讯设备作弊行为严重；

**(IV) Serious cheating using communication equipment;**

(五) 其它考试作弊性质严重行为。

**(V) Other serious cheating behavior.**

第三十五条 违规行为认定

**Article 35 Identification of violations of rules**

监考教师发现考生有考试违纪、考试作弊、考试严重作弊等违规情况，应终止考生考试，没收其考卷及作弊证据。监考教师填写《考场情况记录表》，如实记录考试违规情况。《考场情况记录表》中记载考生违规记录作为认定考生违规事实依据，应当由两名以上（含两名）监考教师或者考场巡视员、督考员签字确认。监考教师应当向违规考生告知违规记录内容，违规考生应当签字认可，并离开考场；学生拒绝签字的，记录考生拒绝签字及拒绝签字时间，由两名监考教师共同签字认定违规情况。对于考生用于作弊的通讯设备等工具，予以暂扣并记录。考试结束后，监考教师应当及时将有关材料交相关教学管理部门认定。相关教学管理部门在接到考生作弊材料后，会同监考教师及相关院系复核违规事实和相关证据，在此基础上进行认定并及时通报，同时报相关学生管理部门。由学生管理部门告知被处理考生处理意见，根据相关规定给予违规学生相应纪律处分，具体见《华北电力大学学生违纪处理规定》。

If the invigilator finds that the examinee violates the examination discipline, cheating or serious cheating in the examination, the examinee should terminate the examination and confiscate the test paper and cheating evidence. The invigilator shall fill in the "Examination Room Situation Record Form" and truthfully record the examination violations. The violation records recorded in the "Examination Room Record" as the basis for identifying the violation facts of the candidates should be signed and confirmed by more than two (including two) invigilator teachers or examination room inspectors and supervisors. The invigilator shall inform the offending examinee of the contents of the offending record, and the offending examinee shall sign the approval and leave the examination room; If the student refuses to sign, record the candidate's refusal to sign and the time of refusal to sign, and two invigilators will jointly sign to identify the violation. Tools such as communication equipment used by students for cheating shall be temporarily seized and recorded. After the examination, the invigilator shall timely submit the relevant materials to the relevant teaching management department for approval. After receiving the cheating materials, the relevant teaching and learning management departments will resume the examination together with the invigilator teachers and the relevant departments nuclear violation facts and relevant evidence, on the basis of identification and timely notification, and reported to the relevant student management department. The student management department shall inform the handled candidates of their opinions, and give corresponding disciplinary measures to the violators according to relevant regulations, specifically see the Regulations on the Treatment of Student Violations of North China Electric Power University.

### 第三十六条 处理办法

## Article 36 Handling Measures

(一) 凡出现考试违纪情况考生，该课程成绩无效，以“0”分计，并给予记过处分。

(I) For candidates who have violated examination discipline, the course grade shall be invalidated and marked as "0", and give demerit recording punishment.

(二) 凡出现考试作弊情况考生，该课程成绩无效，以“0”分计，且注明“作弊”字样，并给予学生留校察看处分。

(II) For candidates who have cheated in the examination, the course grade shall be invalidated and marked as "0", with the annotation "cheating", and give students probation.

(三) 凡出现考试严重作弊情况考生，该课程成绩无效，以“0”分计，且注明“作弊”字样，并给予学生开除学籍处分。

(III) For candidates who have seriously cheated in the examination, the course grade shall be invalidated and marked as "0", with the annotation "cheating", and give the student the sanction of expulsion.

第三十七条 对于在考试后，经调查核实，确属考试违规考生，一经查出，仍按上述相应情况处理。

Article 37 For candidates who have violated examination discipline after the examination, if it is verified through investigation, they shall still be dealt with according to the corresponding situations as mentioned above once discovered.

第三十八条 学生如对考试违规处理结果有异议，可以按程序进行申诉或听证，具体按照《华北电力大学学生校内申诉管理规定》《华北电力大学学生校内听证制度》办理。

Article 38 If a candidate has objections to the handling result of examination violation, they may appeal or hold a hearing in accordance with the procedures, specifically as stipulated in the "Regulations on Student Internal Appeal Management of North China Electric Power University" and the "Rules on Student Internal Hearing System of North China Electric Power University".

第三十九条 考试作弊学生需必修《新时代大学生道德建设与法治教育》并取得相应学分。

Article 39 Students who cheat in the examination shall be required to take "Morality Construction and Legal Education for New Era University Students" and obtain the corresponding credits.

第四十条 监考教师违反考场规范按学校有关规定严肃处理。

Article 40 Examiners who violate the examination regulations shall be severely dealt with according to the relevant provisions of the school.

## 第五章 附 则

### Chapter V: Supplementary Provisions

第四十一条 本办法自发布之日起施行，原《华北电力大学

考试规范及考试违规处理办法（2017年修订）》（华电校教〔2017〕34号）同时废止。其他有关文件规定与本办法不一致的，以本办法

Article 41 This Measures shall come into force on the date of its issuance, replacing the "Regulations on Examination Management of North China Electric Power University". The "Regulations on Examination Conduct and Disciplinary Measures for Examination Violations (2017 Revision)" (NCEPU of Education [2017] No. 34) shall be abolished simultaneously. Other relevant provisions that are inconsistent with this regulation shall be governed by this regulation.

第四十二条 本办法由教务处负责解释。

Article 42 The Office of Academic Affairs shall be responsible for interpreting this regulation.

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华北电力大学党政办公室Party and  
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