

一起

# 大考考阅平台使用说明 (入校培训篇)

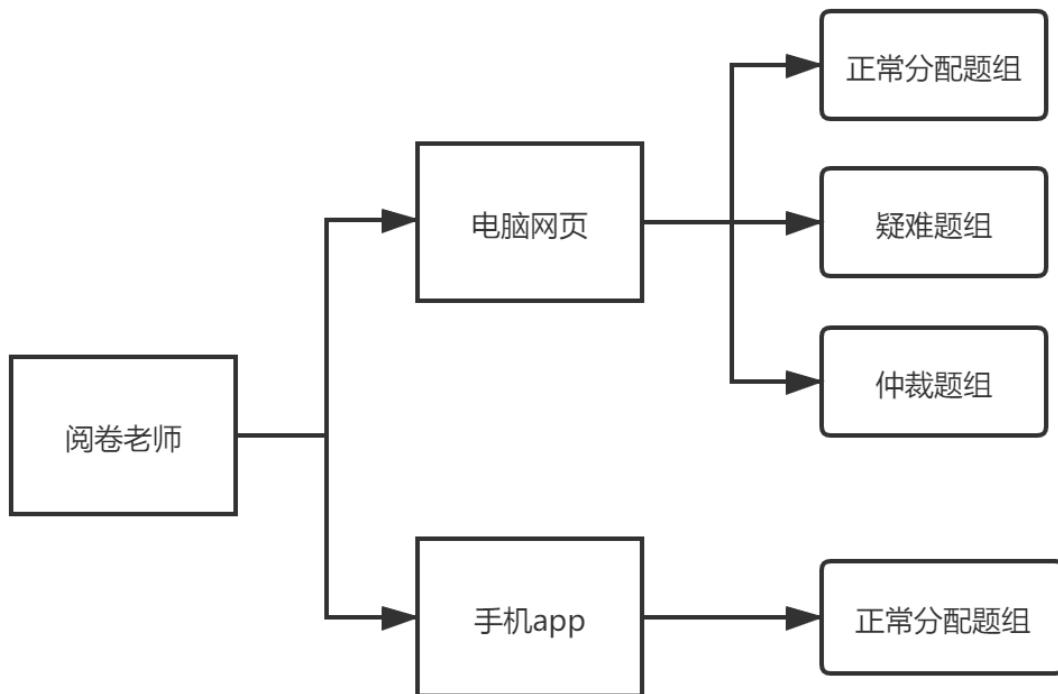
一起中学O2O运营





# 整体流程

## 阅卷指引



参与阅卷的老师既可以在电脑上[登录网页阅卷](#)，也可以下载[手机app](#)进行阅卷



## 方式1：电脑网页阅卷

### Step 1：阅卷准备

#### 1. 浏览器



Google Chrome  
浏览器



360浏览器-极速模式  
\*非极速浏览器



# 方式1：电脑网页阅卷

## Step1：阅卷准备

### 2. 登录账号

老师进入一起教育官网：[www.17zuoye.com](http://www.17zuoye.com)；

点击“登录”，选择“账号登录”，使用注册手机号登录：





# 方式1：电脑网页阅卷

## Step2：开始阅卷

### 1. 阅卷入口

进入自己的账号，进入首页，在右侧“待办任务”中找到对应的考试点击开始阅卷按钮

The screenshot shows the homepage of the 'Jingyi' teacher management system. At the top, there is a navigation bar with links: 首页 (Home), 出题组卷 (Create Test), 练习批改 (Exercise Grading), 考试阅卷 (Exam Review) (highlighted with a red box), 学情分析 (Student Status Analysis), 班级管理 (Class Management), and 教学监管 (Teaching Supervision). Below the navigation bar, there are several sections: '手工组卷' (Handwritten Test Creation), '制作答题卡' (Create Answer Card), '校本题库' (School-based Question Bank), and '上传试卷' (Upload Test Paper). A '最近考试报告' (Recent Exam Report) section lists three recent exams: 'daoru' (Average score: 10, Participants: 1), '合并给分测试 (英语)' (Average score: 50, Participants: 2), and 'test缺页' (Average score: 11.7, Participants: 3). Each report has '试卷讲评' (Review) and '查看详情' (View Details) buttons. On the right side, there is a '待办任务' (Pending Tasks) section for 'XX期中考试' (Mid-term Exam) labeled '大考' (Major Exam), with a green '开始阅卷' (Start Review) button highlighted with a red box. Below it is a '测试1111' (Test 1111) section also labeled '大考' (Major Exam) with a '继续阅卷' (Continue Review) button. Further down is a '特殊关注学生' (Students of Special Attention) section with '进步最大' (Greatest Progress) and '退步最大' (Greatest Decline) sub-sections, both showing '暂无数据' (No Data). A sidebar on the right includes icons for help, refresh, and exit.

进入自己的账号，进入首页，点击上方“考试阅卷”后在阅卷任务中找到对应的阅卷任务后点击开始阅卷按钮



# 方式1：电脑网页阅卷

## Step2：开始阅卷

### 1. 阅卷入口

初中英语Online老师：进入自己的账号，在左侧点击“智能组卷”中任一项，如“学情分析”，进入学情分析列表页面后，点击上方“考试阅卷”后，与其他老师进入方式一致。

The screenshot shows the 'Qǐyì Zhōxué' teacher dashboard. On the left sidebar, under the 'Intelligent Grouping' section, the 'Xuéqíng 分析' (Analysis) button is highlighted with a red box. The main content area displays the 'Today's Tasks' section, which includes a 'Practice' tab with two entries: 'Grade 7 Class 8' and 'Grade 7 Class 7', both labeled '待推荐' (Pending Recommendation). To the right, there is a 'Teach Students Usage' section featuring a large green box with the text 'Your phone number 130\*\*\*\*4005'. Below it, there are two steps: 'Step 1: Write your phone number on the blackboard for students to record' and 'Step 2: After students install the app and log in, enter your phone number to join the class practice'. There are also three buttons: 'Publish New Practice' (发布新练习), 'Teach Students How to Use' (教学生如何使用), and 'Feedback Suggestions' (反馈建议). The top navigation bar includes links for 'Teaching Materials Center', 'Teacher APP', 'Messages' (with 30 notifications), and user profile.



# 方式1：电脑网页阅卷

## Step2：开始阅卷 — 常规操作

### 1. 阅卷任务&进度显示

The screenshot shows the online marking interface for a 30-point assignment. On the left, a red box highlights the task list and progress bar for tasks 16, 17, 18, ..., 25. Task 16 is selected, indicated by a green checkmark and a green progress bar at 100%. Other tasks show varying completion levels. The main area displays the marking interface for task 16, which includes a question number input field (16), a '分值步长' (step value) dropdown (set to 1), and a numeric keypad for entering scores (0-6). To the right, a score distribution table shows the current scores for each task: 16, 17, 18, 19, 20, 21, 22, 23, 24, 25. A large green '提交' (Submit) button is at the bottom right.

#### 阅卷任务切换：

默认展示当前阅卷任务的题组名和阅卷进度条；点击左侧下拉框，点击选中其他阅卷任务完成切换。



## 方式1：电脑网页阅卷

### Step2：开始阅卷 — 常规操作

#### 1. 阅卷任务&进度显示

已阅x份，任务完成进度xx%（任务完成进度与阅卷进度条的进度保持一致）

The screenshot shows a web-based interface for marking exams. At the top, there is a toolbar with various icons: a dropdown menu for document selection, a progress bar indicating '已阅 0 份' (0 pages read) and '任务完成进度 : 0%' (task completion progress: 0%), and other tools like '标记疑难卷' (mark difficult pages), '阅卷记录' (grading history), and zoom controls ('缩小' - shrink, '放大' - magnify, '全屏阅卷' - full screen mark). Below the toolbar, there is a section titled '三、填空题(共5题, 共30分)' (Three, Fill-in-the-blanks (5 questions, 30 points)). A specific question is shown: '16 (6分) \_\_\_\_\_'. The input field contains three short horizontal lines.



# 方式1：电脑网页阅卷

## Step2：开始阅卷 — 常规操作

### 2. 阅卷功能操作区--阅卷记录

点击“阅卷记录”按钮，显示阅卷记录选择弹窗，可查看当前任务中已阅试卷的记录，并可点击跳转到任意一条记录进行重新阅卷。

The screenshot shows a computer-based marking interface. At the top left, there is a progress bar indicating '25' and '已阅 2 份' (2 pages marked). The top center features a green '阅卷记录' (Marking Record) button, which is highlighted with a red box. To the right of the button are navigation icons for '上一份' (Previous page), '下一份' (Next page), '缩小' (Zoom out), '放大' (Zoom in), and '全屏阅卷' (Full-screen marking). On the far right, there are checkboxes for '打分板' (Scoring board) and '鼠标给分' (Mouse scoring), with '+1' and '零分' (Zero points) buttons. Below these are fields for '得分:1分' (Score: 1 point), '总分:2分' (Total score: 2 points), and '满分' (Full score).

The main area displays a marking interface for question number 25. It includes a large text input field containing the handwritten answer '缺页'. To the right of the input field is a '阅卷记录' (Marking Record) pop-up window. This window has a title bar '阅卷记录' with a close button 'X'. Inside, there is a table with two rows:

编号	成绩
1	1
2	2

At the bottom of the pop-up window, there is a page number '1 / 1'.

To the right of the marking interface, there is a '题号: 25' (Question number: 25) panel with a dropdown menu set to '1' and a '分值步长' (Score step) button. Below it are buttons for '0', '1', and '2'. A '自动提交' (Automatic submission) checkbox is also present.



# 方式1：电脑网页阅卷

## Step2：开始阅卷 — 常规操作

### 2. 阅卷功能操作区--标记疑难卷

点击可将该试卷标记为疑难试卷，由异常处理老师阅卷。点击后，自动加载下一份试卷进行阅卷操作。

The screenshot shows a web-based marking interface for a math test. At the top, there's a toolbar with various icons: a red box highlights the 'Mark Difficult' button (a green square with a white question mark). Other buttons include '阅卷记录' (Audit Record), '上一份' (Previous Document), '下一份' (Next Document), '缩小' (Zoom Out), '放大' (Zoom In), and '全屏阅卷' (Full Screen Audit). On the left, a sidebar lists '已阅 0 份' (0 documents read) and '任务完成进度：0%' (Task completion progress: 0%). Below the sidebar, the test content is displayed: '三、填空题(共5题, 共30分)'. Five questions are listed, each with a score of 6: '16(6分)', '17(6分)', '18(6分)', '19(6分)', and '20(6分)'. A green box labeled '题号: 16' (Question Number: 16) is overlaid on the interface, containing a dropdown menu set to '1' and a '分值步长' (Score Step) button, along with a numeric keypad from 0 to 6. To the right, a scoring grid for questions 16 to 20 is shown, with each question having a green '6' and a red '0' box. Below the grid is a large green '提交' (Submit) button. At the bottom, there are two checkboxes: '暂不批改' (Not graded now) and '自动提交' (Automatic submission).



# 方式1：电脑网页阅卷

## Step2：开始阅卷 — 常规操作

### 2. 阅卷功能操作区--全屏阅卷

点击“全屏阅卷”立即在当前页进入全屏状态，点击“退出全屏”按钮，恢复正常阅卷页面。

The screenshot shows the 'Full-Screen Marking' feature highlighted with a red box. The interface includes a toolbar at the top with various functions like 'Mark Difficult Questions', 'View Marking Record', 'Zoom In/Out', and 'Full-Screen'. Below the toolbar, there's a section for 'Fill-in-the-blanks' questions (共5题, 共30分). A floating input dialog is open over one of the questions, showing '题号: 16' (Question Number: 16) and a numeric keypad with a step size of 1. To the right, there's a scoring grid for 20 questions, each with a score of 6. At the bottom right are buttons for 'Submit' and 'Not Grade'.



# 方式1：电脑网页阅卷

## Step2：开始阅卷 — 常规操作

### 2. 阅卷功能操作区--缩小 / 放大&上一页/下一页

针对阅卷内容展示区域，实现缩小与放大内容的功能。当放大到阅卷区域内容超出横向范围时，自动触发鼠标拖动功能，可通过点住鼠标拖动来移动阅卷区域的内容。

The screenshot shows a web-based marking interface. At the top, there's a toolbar with various icons: a green checkmark, a progress bar for '已阅 1份' (1 document read), '任务完成进度 : 50%', a '标记疑难卷' (Mark Difficult卷) button, a '阅卷记录' (Review Record) button, and a set of navigation and control buttons. These control buttons include arrows for '上一份' (Previous page) and '下一份' (Next page), a '缩小' (Zoom Out) button, a '放大' (Zoom In) button, and a '全屏阅卷' (Full Screen Marking) button. A red box highlights this set of buttons. Below the toolbar, the main content area displays a section titled '三、填空题(共5题, 共30分)' (Three, Fill-in-the-blanks (Total 5 questions, Total 30 points)). It contains five input fields for questions 16 through 20, each worth 6 points. To the right of these fields is a green box labeled '题号: 16' (Question Number: 16) containing a numeric input field with '1' and up/down arrow buttons, and a '分值步长' (Score Step) button. Below this are buttons for scores 0, 1, 2, 3, 4, 5, and 6. To the far right, there's a grid for marking scores from 16 to 20, with columns for '得分' (Score) and '批改状态' (Grading Status). A large green '提交' (Submit) button is at the bottom right, along with checkboxes for '暂不批改' (Not graded yet) and '自动提交' (Automatic submission).

上一页/下一页，实现当前阅卷任务的试卷的切换。



# 方式1：电脑网页阅卷

## Step2：开始阅卷 — 常规操作

### 3.给分操作--打分板

默认选中状态，浮动在给分框右侧，显示当前待打分的小题题号；可通过鼠标点击分值来完成打分，若需要切换0.5分，可通过点击“切换0.5/1.5键盘”进行切换。

The screenshot shows the Jiqizhongcheng online marking interface. At the top, there's a toolbar with various icons: a dropdown menu for document selection, a progress bar indicating '已阅 0 份' (0 pages read) and '任务完成进度: 0%', and buttons for marking difficult questions, viewing marking history, navigating between pages, zooming in/out, and switching to full-screen view.

The main area displays four math problems:

- 第1题: 1.  $60^\circ$
- 第2题: 2.  $\sqrt{2}$
- 第3题: 3.  $\frac{1}{2}$  (with a floating green box labeled '题号: 1' and a '切换0.5/1.5键盘' button)
- 第4题: 4.  $100$

To the right, a marking panel is open:

- Top right: '打分板' (Scoring Board) checked, '鼠标给分' (Mouse Scoring) unchecked, and a '+1' button.
- Score input fields: '得分:0分' (Score: 0), '总分:20分' (Total Score: 20), '零分' (Zero Score) button (highlighted with a red box), and '满分' (Full Score) button.
- Score grid: A 4x5 grid for marking scores from 0 to 5 for each question. The first column (for Q1) is highlighted with a red box.
- Bottom right: '提交' (Submit) button, '暂不批改' (Not graded now) checkbox, and '自动提交' (Auto submit) checkbox.



# 方式1：电脑网页阅卷

## Step2：开始阅卷 — 常规操作

### 3.给分操作--鼠标给分

勾选后，调整每次鼠标点击的给分步长，来实现对当前待打分小题的给分操作，通过点击给分右上角红色“X”删除该给分

已阅 0 份  
任务完成进度：0%

标记疑难卷 阅卷记录 上一份 下一份 缩小 放大 全屏阅卷

打分板 得分:2分 总分:20分 零分 满分

第1题 第2题 第3题

1  $60^\circ$  2  $\sqrt{2}$  3  $\frac{1}{3}$

第4题

4  $+\infty$

题号 : 1  
0.5 1 1.5 切换0.5/1.5键盘  
0 1 2 3 4 5

提交  
暂不批改 自动提交



# 方式1：电脑网页阅卷

## Step2：开始阅卷 — 常规操作

### 3.给分操作--已得分数&总分

The screenshot shows a digital grading interface for a math assignment. At the top, there are navigation and search tools. On the right, a marking panel displays the total score (20 points) and the current score (10 points). Below the interface, student answers are shown for four questions:

- 第1题: 1.  $60^\circ$
- 第2题: 2.  $\sqrt{2}$
- 第3题: 3.  $\frac{1}{2}$  (with a dropdown menu for marking 0.5, 1, or 1.5)
- 第4题: 4.  $+100$

The marking panel includes a numeric keypad and a '提交' (Submit) button.



# 方式1：电脑网页阅卷

## Step2：开始阅卷 — 常规操作

### 3. 给分操作--给分框

全部列出该阅卷任务的全部小题（包含“合并给分”）的题号和给分输入框。

#### a. 零分 / 满分：

可通过点击“零分” / “满分”来给全部小题零分 / 满分：

#### b. 单个小题的零分 / 满分：

可通过在单个小题给分输入框后点击“零分” / “满分”来给该小题零分 / 满分：

The screenshot shows the Jiqizhongcheng online marking interface. At the top, there's a toolbar with various functions like 'Mark Difficult Questions', 'View Marking Record', 'Zoom In/Out', and 'Full Screen'. Below the toolbar, there are four sections labeled '第1题', '第2题', '第3题', and '第4题', each containing a handwritten answer and a corresponding input field. A green box highlights the marking interface for '第3题'. Inside this box, the question number '题号 : 2' is displayed above a numeric keypad. The keypad includes buttons for 0.5, 1 (selected), and 1.5, along with a 'Switch 0.5/1.5 Keyboard' button. To the right of the keypad, there are two buttons: 'Zero Score' (red border) and 'Full Score'. On the far right of the interface, there's a sidebar with a summary: '得分:10分 总分:20分', a 'Submit' button, and checkboxes for '暂不批改' and '自动提交'.

#### c. 键盘输入分数：

通过键盘输入该小题的分数，点击“enter”可直接跳转到下一个题目的给分输入框。



# 方式1：电脑网页阅卷

## Step2：开始阅卷 — 常规操作

### 3.给分操作--提交方式

#### a. 提交：

只有当全部给分输入框都填写后，才点亮该按钮，点击可跳转到下一份试卷。

#### b. 暂不批改：

遇到拿不准如何给分的试卷，通过点击“暂不批改”可跳过该试卷的打分直接进入下一份试卷。

#### c. 自动提交：

勾选后，当所有题目分数都被打过之后，自动提交，并跳转到下一份试卷。

The screenshot shows a math exam interface with the following details:

- Top Bar:** Shows "1、2、3、4" (1, 2, 3, 4) with a progress bar, "已阅 0 份" (0 reviewed), "任务完成进度: 0%" (Task completion progress: 0%), and various navigation and control buttons like "难" (Difficult), "标记疑难卷" (Mark difficult卷), "阅卷记录" (Grading Record), "上一份" (Previous paper), "下一份" (Next paper), "缩小" (Shrink), "放大" (Zoom in), and "全屏阅卷" (Full-screen grading).
- Questions:** Four questions are listed:
  - 第1题: 1.  $60^\circ$
  - 第2题: 2.  $\sqrt{2}$
  - 第3题: 3. (input field)
  - 第4题: 4.  $+\infty$
- Scoring Panel (Question 3):** A floating panel for question 3 shows:
  - 题号: 1
  - Score options: 0.5, 1 (selected), 1.5
  - Keyboard switch: 切换0.5/1.5键盘 (Switch 0.5/1.5 keyboard)
  - Score input field: 0, 1, 2, 3, 4, 5
- Right Side Panel:** Shows a summary:
  - 打分板 (Scoring Board): 得分:0分 总分:20分
  - 鼠标给分 (+1): 零分 (Red box), 满分 (Green box)
- Score Input Grid:** A grid for entering scores for four questions (1-4). Each question has a row with three input fields (0, 1, 5) and a red border around the 1 input field.
- Bottom Buttons:** "提交" (Submit), "暂不批改" (Not graded), and "自动提交" (Auto submit) with a checked checkbox.



# 方式1：电脑网页阅卷

## Step3：开始阅卷 – 特殊操作

### 1. 疑难卷处理

针对异常处理老师，打开疑难卷任务（左上角切换到疑难试卷），可通过查看原图操作，更好的进行试卷的批改。也可打回重阅该份试卷。**（仅能电脑网页操作）**

The screenshot shows the 'Difficult Test Paper' section of the online marking interface. At the top, there is a toolbar with various icons: '打回重阅' (highlighted with a red box), '查看原图', '全屏阅卷', '缩小', '放大', '上一份', and '下一份'. Below the toolbar, it says '已阅 0 份 总进度：0%' and '第26题'. The main area displays a question titled '26 (20分)'. A modal dialog box is centered over the question, asking '是否确认打回此份试题？' (Confirm to return this test paper?). The dialog has two buttons: '取消' (Cancel) and '确定' (Confirm). On the right side of the interface, there is a sidebar with a score summary: '得分 0 / 20 总分' (Score 0 / 20 Total Score), a grading panel with '全错' (All Wrong) and '满分' (Full Score) buttons, a numeric keypad for entering scores (0-20), and buttons for '提交' (Submit), '暂不批改' (Not graded now), and '自动提交' (Auto submit). There is also a handwritten signature 'Dh1' at the bottom.



## 方式1：电脑网页阅卷

### Step3：开始阅卷 – 特殊操作

#### 2.仲裁卷处理

针对仲裁老师，阅卷任务中打开仲裁试卷任务，按正常试卷批阅流程进行操作，点击提交即完成仲裁卷的处理。

#### 3.异常卷处理

针对异常处理老师，阅卷任务中打开异常卷任务，按正常试卷批阅流程进行操作，点击提交即完成异常卷的处理。**(仅能电脑网页操作)**



## 方式2：手机APP阅卷

### Step1：手机操作系统要求



iOS 10以上



Andriod 6.0以上

### Step2：手机下载APP





## 方式2：手机APP阅卷



### Step3: 登录账号

**临时阅卷老师：**打开APP后，  
点击临时账号登录

**其他老师：**打开app后点击登  
录，在下方导航中选择纸质考  
试—考试阅卷



## 方式2：手机APP阅卷

### Step4：阅卷界面

可以点击“设置”按钮设置打分步长，选择对应的题目，点击分值即可给该题目打分，支持设置“暂不批改”，“标记疑难”，支持查看阅卷记录；点击屏幕左侧下拉箭头可以选择题目：

题组1 (已阅 22/129) ▾  
暂不批改 标记疑难卷 阅卷记录 打分键盘

(1) 2 (2) 2 (3) 2

12离子方程式(一) (6分)

(1)  $\text{Al}^{3+} + 3\text{H}_2\text{O} \rightleftharpoons \text{Al}(\text{OH})_3 + 3\text{H}^+$

(2)  $\text{CO}_3^{2-} + \text{H}_2\text{O} \rightleftharpoons \text{HCO}_3^- + \text{OH}^-$

(3)  $\text{Al}^{3+} + 3\text{HCO}_3^- = \text{Al}(\text{OH})_3 \downarrow + 3\text{CO}_2 \uparrow$

设置  
5  
4  
3  
2  
1  
0

提交

题组1 (已阅 23, 进度45%) ▾  
暂不批改 标记疑难卷 阅卷记录 打分键盘

题组1  
填空题  
解答题11、12、13  
实验小题14、15、16、17、18、19、20

(1)  $\text{Al}^{3+} + 3\text{H}_2\text{O} \rightleftharpoons \text{Al}(\text{OH})_3 + 3\text{H}^+$

(2)  $\text{CO}_3^{2-} + \text{H}_2\text{O} \rightleftharpoons \text{HCO}_3^- + \text{OH}^-$

(3)  $\text{Al}^{3+} + 3\text{HCO}_3^- = \text{Al}(\text{OH})_3 \downarrow + 3\text{CO}_2 \uparrow$

设置  
5  
4  
3  
2  
1  
0

提交

**说明：**暂时只支持处理普通题组的阅卷任务，疑难试题、异常试题需在电脑网页上阅卷。



## Step4: 阅卷界面

点击打分键盘，支持打分输入，自定义给分，支持精确到0.5分，如5.5分，先点击“5”再点击“0.5”：

题组1 (已阅 22/129) ▼ 暂不批改 标记疑难卷 阅卷记录 打分键盘

(1) 2 (2) 2 (3) 2

12离子方程式(一) (6分)

(1)  $\text{Al}^{3+} + 3\text{H}_2\text{O} \rightleftharpoons \text{Al(OH)}_3 + 3\text{H}^+$

(2)  $\text{CO}_3^{2-} + \text{H}_2\text{O} \rightleftharpoons \text{HCO}_3^- + \text{OH}^-$

(3)  $\text{Al}^{3+} + 3\text{HCO}_3^- \rightleftharpoons \text{Al(OH)}_3 \downarrow + 3\text{CO}_2 \uparrow$

0 7 8 9  
4 5 6  
1 2 3  
满分 0 .5

提交

解答题4~5 (已阅 1/4) ▼ 暂不批改 标记疑难卷 阅卷记录 打分键盘

4 8 5 8

4(10分)

对 |

5.5 7 8 9  
4 5 6  
1 2 3  
满分 0 5

提交



# FAQ

1. 阅卷过程中，上一条阅卷记录分值打错了，还能修改吗？怎么做？

A：可以修改。阅卷老师在阅卷对应题目页面中点击阅卷记录，进入到错误的打分记录页，重新查看作答情况，调整给分栏中的分值后，点击提交即可。

2. 该题组已合并给分，并打了几份成绩，现在我想调整成分题打分或分题组打分，还能修改吗，怎么办？

A：可以修改。但是相关题组的已阅的数据会清零。联系考试管理员进行调整即可。



**THANKS**