

School Teacher CPHOS Mini Program User Guide

This guide is divided into three parts:

The first part provides basic information about the CPHOS mini program; it introduces two types of users: (Team Leader User, Vice Team Leader User), as well as the concept of a "group" user.

The second part provides a user guide for the Team Leader for using the marking mini program.

The third part provides a user guide for the Vice Team Leader for using the marking mini program.

All teachers, please be sure to carefully read the first part of this guide, as well as the parts in sections two and three that correspond to you.

Note: If you have any questions while using the mini program or reading this guide, please directly contact the CPHOS technical group in the WeChat group, we will provide you with relevant help.

Note: At present, the system and our official statements recognize "Team Leader" teachers and "Vice Team Leader" teachers; in the past we used the terms "Person in Charge" and "Coach" users, but "Team Leader" and "Vice Team Leader" are more appropriate, so we changed to the naming method. In this guide, to accommodate teachers who have participated in previous sessions, when referring to the Team Leader users, we will use the term Team Leader User, and when referring to Vice Team Leader users, we will use the term Vice Team Leader User.

Part One

Basic Information, Two Types of Users, Basic Introduction to "Group" Users

Teachers from schools, the tasks of uploading answer sheets, marking, querying results, and exporting student score sheets can and need to be completed in the WeChat mini program. The new version of the mini program allows you to view all the scores and ranking information of your students in this exam (including the rankings within the competition area). Therefore, there will no longer be a competition area leader set up internally by CPHOS. All users need to register before using, and can use it after the background review is passed.

Teachers from schools can be set up to use two types of users (Team Leader User, Vice Team Leader User). The introduction of these two types of users is as follows; by default, all newly reviewed teachers will be set as Team Leader Users. If your school's situation requires setting up Vice Team Leader User, please contact CPHOS via WeChat group chat.

A Team Leader User can have zero, one, or several Vice Team Leader Users, but a Vice Team Leader User can only have one Team Leader User above. A Team Leader User and all the Vice Team Leader Users under him are a "group" of users.

Team Leader User and Vice Team Leader User can each upload their own students' test papers, and they can also query and export their own students' results. For the joint exams that schools need to mark, when assigning marking, the number of questions assigned to this "group" of users is approximately 2*8 times the number of test papers uploaded by the Team Leader User and all the Vice Team Leader Users under him.

Unless there are special circumstances, the Team Leader User needs to be responsible for marking all the questions assigned to this "group" of users. In special cases, the Vice Team Leader User under the Team Leader User can also help the Team Leader User with marking.

Please note, the Team Leader User needs to be responsible for this group of users' marking. If CPHOS finds that a "group" of users have quality issues in marking or have not completed marking in time, we will first contact the Team Leader User corresponding to this group of users!

A school can have multiple Team Leaders. The marking diagram of the Team Leader User and its subordinate Vice Team Leader User is as follows, where "Old Version" can be analogous to the previous version of the mini program, and "New Version" can be analogous to the version of the mini program, which you can use as a reference.

Part Two

Team Leader User Marking Mini Program User Guide

I. Authorization Login and Student Information Entry:

1. Authorization Login

- 1.1 Enter the mini program page
- 1.2 Click "My" >> "Go to Login" >> "Authorize Login" >> "Allow"
2. Wait for background review

We will conduct the corresponding review based on the form you previously submitted. After the background review is passed, you can proceed to the next operation.
3. Enter student information
 - 3.1 Click "My" >> "Examinee Information"
 - 3.2 Click "Add Examinee Information", then enter the name in order, select the grade, select the historical awards, then click "Confirm"
 - 3.3 Repeat the operation in 3.2 until all student information is entered
 - 3.4 If you need to modify or delete some student information, please click "Edit" on the right side of the examinee information to modify, or "Delete" to delete

II. Upload Test Papers

1. Click "Home" >> "Home"
2. Click "Upload Answer Card" and select the examinee's name
3. Click "Upload Answer Card" under the "First Question", then choose "Shoot" or "Choose from Album"

You can choose to "Shoot" and use the phone camera to take a picture of the corresponding question, or you can choose "Choose from Album" and select the corresponding photo from the album
4. After you (shoot or select from the album) the photo of a question, the program will automatically pop out the submission option for the next question ("Shoot", "Choose from Album", "Cancel"). If you want to continue selecting the photo of the next question, you can directly click. You can also click "Cancel" and then click "Upload Answer Card" for the corresponding question. The continuous selection function is added to improve upload efficiency
5. If you want to reselect the picture of a question, please click the cross in the upper right corner of the picture to delete the picture, then reselect
6. Repeat 3 to 5 until all the pictures of each question for the student have been selected or taken. Then, click "Submit" at the bottom of the page. If it shows "Submitted Successfully", all the answers of the student have been submitted successfully. Before submitting, please make sure to carefully check that all answer sheets are uploaded correctly
7. Repeat 2 to 6 until all the answers for each student have been successfully submitted

III. Marking

(Note: Unless there are special circumstances, the Team Leader User is responsible for all marking, and the Vice Team Leader User does not mark; in special circumstances (such as time pressure), the Team Leader User's Vice Team Leader User can also participate in marking, in which case the Team Leader User needs to be responsible for the marking quality of the Vice Team Leader User.)

1. Click "Home" >> "Marking Center"
2. Please confirm that "Exam" and "Marking Question Number" are correct
3. Please score the questions assigned in the mini program according to the scoring standards

before they are not fully marked

4. For each question, fill in the marking score in the "Score" column, then click "Next" to send the result to the server and get the next question
5. If you think there is a misjudgment during the marking process, you can click "Back" to go back to the misjudged question to modify the score in "Score", and then click "Next" to send the result to the server
6. When the "Unmarked" column is "0" or "——", it means that this group of users has completed the marking task

IV. Score Query and Check Score

1. Click "Home" >> "Score Query"
2. Click "Total Score and Ranking"; before checking the score, it is displayed as "Before Checking Score". At this time, you can view the theoretical, experimental, and total scores of each student. ly, it does not support submitting score checking forms in the mini program, please contact the Team Leader for communication and submit the score checking form; after the score checking is over, the system will update the score, at this time the exam status is displayed as "Final Score"; at this time you can view the theoretical, experimental, total scores of each student and the ranking of these three items as well as the ranking in the competition area; the new version of the mini program can view all the scores and rankings of your students in this exam, so there will no longer be a competition area Team Leader.
3. Click "Small Question Score Situation"; you can view the scores of different questions by sliding the table left and right. Whether it is before or after checking the score, you can view the score of each question for each student here
4. There is an "Export" button in the upper right corner of the "Total Score and Ranking" page, click it to export each student's score, ranking, small question score situation into an excel spreadsheet. In the spreadsheet page, click the ellipsis in the upper right corner to send the spreadsheet for other uses. ly, the computer version of the mini program does not support this function, it is recommended that you use your phone to export.

Part Three
Vice Team Leader User Marking Mini Program User Guide

I. Authorization Login and Student Information Entry:

1. Authorization Login

1.1 Enter the mini program page

1.2 Click "My" >> "Go to Login" >> "Authorize Login" >> "Allow"

2. Wait for background review

We will conduct the corresponding review based on the form you previously submitted. After the background review is passed, you can proceed to the next operation.

3. Enter student information

3.1 Click "My" >> "Examinee Information"

3.2 Click "Add Examinee Information", then enter the name in order, select the grade, select the historical awards, then click "Confirm"

3.3 Repeat the operation in 3.2 until all student information is entered

3.4 If you need to modify or delete some student information, please click "Edit" on the right side of the examinee information to modify, or "Delete" to delete

II. Upload Test Papers

1. Click "Home"

2. Click "Upload Answer Card" and select the examinee's name

3. Click "Upload Answer Card" under the "First Question", then choose "Shoot" or "Choose from Album"

You can choose to "Shoot" and use the phone camera to take a picture of the corresponding question, or you can choose "Choose from Album" and select the corresponding photo from the album

4. After you (shoot or select from the album) the photo of a question, the program will automatically pop out the submission option for the next question

("Shoot", "Choose from Album", "Cancel"). If you want to continue selecting the photo of the next question, you can directly click. You can also click "Cancel" then click "Upload Answer Card" for the corresponding question. The continuous selection function is added to improve upload efficiency

5. If you want to reselect the picture of a question, please click the cross in the upper right corner of the picture to delete the picture, then reselect

6. Repeat 3 to 5 until all the pictures of each question for the student have been selected or taken. Then, click "Submit" at the bottom of the page. If it shows "Submitted Successfully", all the answers of the student have been submitted successfully. Before submitting, please make sure to carefully check that all answer sheets are uploaded correctly

7. Repeat 2 to 6 until all the answers for each student have been successfully submitted

III. Marking

(Note: Unless there are special circumstances, the Team Leader User is responsible for marking; only in special circumstances, the Vice Team Leader User can assist in marking.)

1. Click "Home" >> "Marking Center"

2. Please confirm that " Exam" and "Marking Question Number" are correct
3. Please score the questions assigned in the mini program according to the scoring standards before they are not fully marked
4. For each question, fill in the marking score in the "Score" column, then click "Next" to send the result to the server and get the next question
5. If you think there is a misjudgment during the marking process, you can click "Back" to go back to the misjudged question to modify the score in "Score", and then click "Next" to send the result to the server
6. When the "Unmarked" column is "0" or "—", it means that you have completed the marking task assigned to your group of users.
7. Team Leader and his Vice Team Leader can both mark

IV. Score Query and Check Score

1. Click "Home" >> "Score Query"
2. Click "Total Score and Ranking"; before checking the score, it is displayed as "Before Checking Score". At this time, you can view the theoretical, experimental, and total scores of each student. ly, it does not support submitting score checking forms in the mini program, please contact the Team Leader for communication and submit the score checking form; after the score checking is over, the system will update the score, at this time the exam status is displayed as "Final Score"; at this time you can view the theoretical, experimental, total scores of each student and the ranking of these three items as well as the ranking in the competition area; the new version of the mini program can view all the scores and rankings of your students in this exam, so there will no longer be a competition area Team Leader.
3. Click "Small Question Score Situation"; you can view the scores of different questions by sliding the table left and right. Whether it is before or after checking the score, you can view the score of each question for each student here
4. There is an "Export" button in the upper right corner of the "Total Score and Ranking" page, click it to export each student's score, ranking, small question score situation into an excel spreadsheet. In the spreadsheet page, click the ellipsis in the upper right corner to send the spreadsheet for other uses. ly, the computer version of the mini program does not support this function, it is recommended that you use your phone to export.