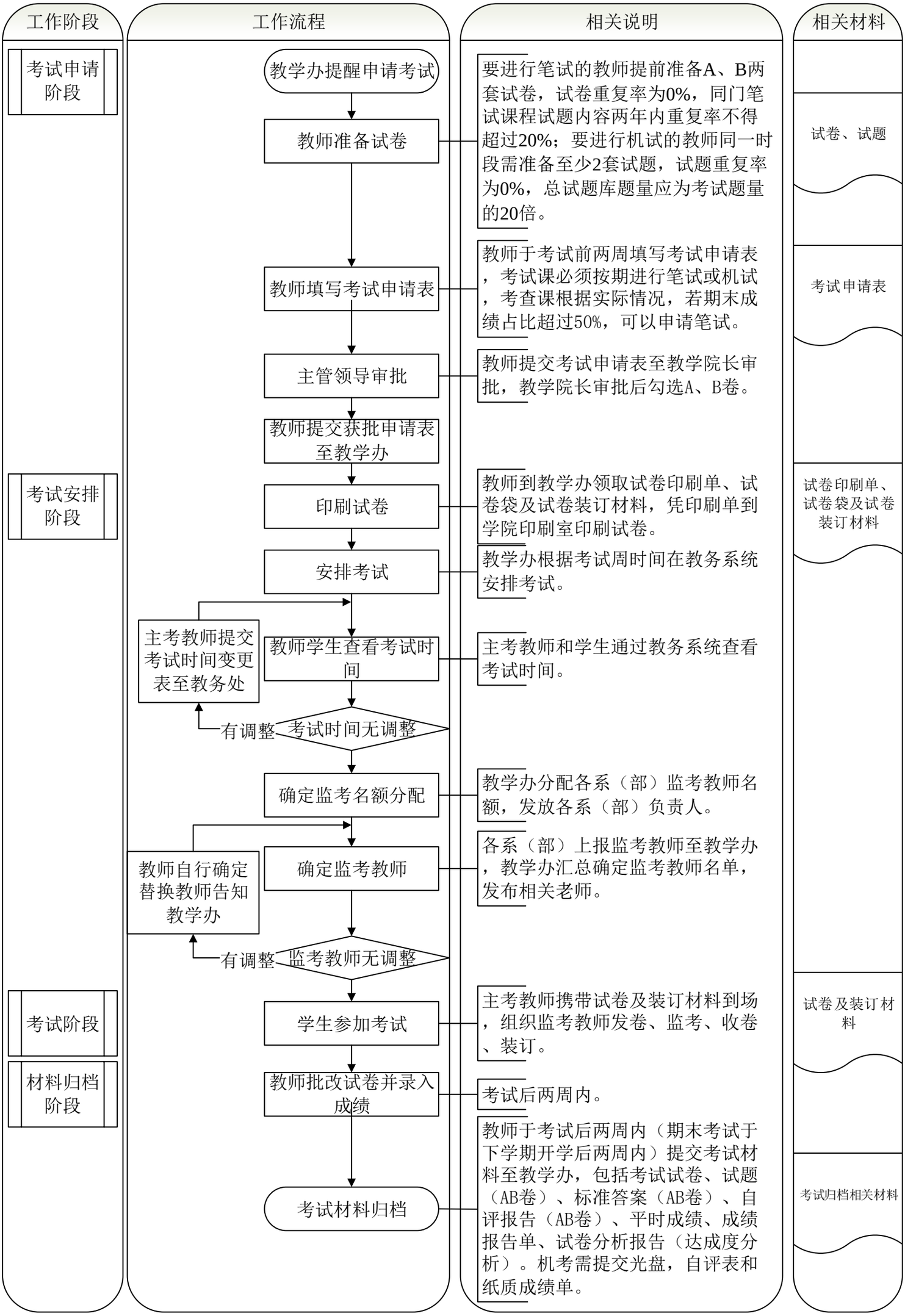软件学院本科生期中、期末考试工作流程