

# 公務人員考試錄取人員訓練成績考核要點 修正總說明

公務人員考試錄取人員訓練成績考核要點（以下簡稱本要點）前於九十年十一月十五日訂定發布，其間歷經十三次修正。

為應考試院、行政院、司法院一百零六年六月六日會同修正發布公務人員考試錄取人員訓練辦法（以下簡稱訓練辦法）部分條文，調整公務人員考試錄取人員各項成績評量項目所占之百分比；加以專題研討與請證作業部分實施作法已有調整，爰配合修正相關規定。本要點計修正六點，其修正重點如下：

- 一、本質特性成績，配合訓練辦法修正為占訓練成績總分百分之二十，課程成績修正為占訓練成績總分百分之八十，爰修正本點各項成績評量項目所占之百分比。（修正規定第二點）
- 二、簡併專題研討書面報告格式及進行方式之規定，並將專題研討評分方式「在他組報告時發問」修正為「在他組報告時詢答表現」，以資明確。（修正規定第三點）
- 三、專書閱讀心得寫作評量方式調整為訓練期間擇一固定時間以開書撰寫心得方式進行，並將紙筆測驗及專書閱讀心得寫作分別規範，俾資明確。（修正規定第四點）
- 四、因應公務人員考試錄取人員訓練與晉升官等（資位）訓練之閱卷及請領考試及格、合格證書業務，業授權國家文官學院辦理，為符實際作業，爰酌作文字修正。（修正規定第十點）

## 公務人員考試錄取人員訓練成績考核要點修正對照表

| 修正規定   | 現行規定  | 說明   |
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| <p>一、為規範公務人員考試錄取人員訓練成績考核事宜，以客觀、公正、公平之方式考核訓練成績，特訂定本要點。</p>  | <p>一、為規範公務人員考試錄取人員訓練成績考核事宜，以客觀、公正、公平之方式考核訓練成績，特訂定本要點。</p>   | <p>本點未修正。</p>  |
| <p>二、基礎訓練成績考核項目及所占訓練成績總分之百分比如下：</p> <p>(一) 本質特性：百分之二十。</p> <p>1、品德：包括廉正、忠誠、負責、涵養、榮譽及團隊精神等。</p> <p>2、才能：包括領導、表達、學識、反應、創意、判斷、思維、胸襟、見解及溝通等。</p> <p>3、生活表現：包括規律、精神、整潔、儀表、談吐及關懷待人等。</p> <p>(二) 課程成績：百分之<u>八十</u>。</p> <p>1、專題研討：占百分之三十。</p> | <p>二、基礎訓練成績考核項目及所占訓練成績總分之百分比如下：</p> <p>(一) 本質特性：百分之<u>二十五</u>。</p> <p>1、品德：包括廉正、忠誠、負責、涵養、榮譽及團隊精神等，<u>占百分之十</u>。</p> <p>2、才能：包括領導、表達、學識、反應、創意、判斷、思維、胸襟、見解及溝通等，<u>占百分之八</u>。</p> <p>3、生活表現：包括規律、精神、整潔、儀表、談吐及關懷待人等，<u>占百分之七</u>。</p> | <p>一、為應考試院、行政院、司法院一百零六年六月六日會同修正發布公務人員考試錄取人員訓練辦法部分條文，其中本質特性成績修正為占訓練成績總分百分之二十，課程成績修正為占訓練成績總分百分之八十，爰配合修正本點各項成績評量項目所占之百分比。</p> <p>二、本點第一款有關本質特性規定，係依據受訓人員在品德</p> |

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| <p>2、測驗成績：占百分之<u>五十</u>。</p> <p>(1)紙筆測驗：占百分之<u>四十五</u>。測驗題型為選擇題及實務寫作題，其中選擇題占百分之<u>二十五</u>，實務寫作題占百分之<u>二十</u>。</p> <p>(2)專書閱讀心得寫作：占百分之<u>五</u>。</p> <p>訓練成績之計算，均計算至小數點第二位，小數點第三位採四捨五入方式計算。</p> | <p>(二)課程成績：百分之<u>七十五</u>。</p> <p>1、專題研討：占百分之<u>三十</u>。</p> <p>2、測驗成績：占百分之<u>四十五</u>。</p> <p>(1)紙筆測驗：占百分之<u>四十</u>，其測驗題型為選擇題及實務寫作題，各占百分之<u>二十</u>。</p> <p>(2)專書閱讀心得寫作：占百分之<u>五</u>。</p> <p>訓練成績之計算，均計算至小數點第二位，小數點第三位採四捨五入方式計算。</p> | <p>、才能及生活表現予以綜合評定，爰無須針對品德、才能及生活表現之配分比例再予規範。</p> <p>三、本點第二款有關課程成績占訓練成績總分百分之八十，其中專題研討及專書閱讀心得寫作仍維持原占分比，分別占訓練成績總分百分之三十及百分之五，與其他相當等級訓練所占訓練總分成績比例相同；至紙筆測驗，訓練成績占分比由百分之四十調整為百分四十五，其中選擇題因測驗科目較多，爰將占分比調整為</p> |
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|  |  | 百分之二十五。  |
| <p>三、基礎訓練之專題研討，依下列方式辦理：</p> <p>(一) 研討範圍：高等考試三級考試及特種考試三等考試以上考試，以訓練課程配當表「初任薦任人員應具備之能力」相關課程為範圍；普通考試及特種考試四等考試以下之考試，以訓練課程配當表「初任委任人員應具備之能力」相關課程為範圍。以上課程安排於結訓前一週實施完畢為原則。</p> <p>(二) 研討題目：由公務人員保障暨培訓委員會（以下簡稱保訓會）聘請講座命題，並由國家文官學院（以下簡稱文官</p> | <p>三、基礎訓練之專題研討，依下列方式辦理：</p> <p>(一) 研討範圍：高等考試三級考試及特種考試三等考試以上考試，以訓練課程配當表「初任薦任人員應具備之能力」相關課程為範圍；普通考試及特種考試四等考試以下之考試，以訓練課程配當表「初任委任人員應具備之能力」相關課程為範圍。以上課程安排於結訓前一週實施完畢為原則。</p> <p>(二) 研討題目：由公務人員保障暨培訓委員會（以下簡稱保訓會）聘請講座命題，並由國家文官學院（以下簡稱文官</p> | <p>一、考量現行規定第四款第一目及第二目有關書面報告製作格式、報告本文字數、本文應包含五大段落，以及第五款後段有關研討重點等相關規定，均屬執行細節規定，無須列入本要點規範，爰予刪除，並酌作文字修正。</p> <p>二、專題研討評分方式中，「在他組報告時發問」部分，考量評分內涵除提問內容外，尚包含綜合思辨、口語表達之多元能力表現，爰將第六款第二目「在他組報告時發</p> |

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| <p>學院) 提供各基礎訓練機關(構)學校之各組受訓人員擇一研討。</p> <p>(三) 分組方式：各基礎訓練機關(構)學校應於第一週將受訓人員採異質性分成若干組，每組以不超過八人為原則，並於研討時聘請二名講座共同主持。</p> <p>(四) 書面報告：<u>受訓人員</u>應於舉行專題研討前三日將<u>書面報告</u>送交各基礎訓練機關(構)學校轉送主持講座。</p> <p>(五) 進行方式：於結訓前一週星期五舉行為原則。<u>各組研討時間為五十分鐘，包括口頭報告十五分鐘、答詢二十五分鐘及講座講評十分鐘。</u></p> | <p>學院) 提供各基礎訓練機關(構)學校之各組受訓人員擇一研討。</p> <p>(三) 分組方式：各基礎訓練機關(構)學校應於第一週將受訓人員採異質性分成若干組，每組以不超過八人為原則，並於研討時聘請二名講座共同主持。</p> <p>(四) 書面報告製作及繳交：</p> <p>1、<u>書面報告應含封面、摘要、本文、參考書目及分組討論紀錄各一式三份。</u></p> <p>2、<u>報告本文字數以三千字至五千字為原則。本文以包含前言、現況分析、問題檢討、解決建議及結語等五大段落為原則。如有引</u></p> | <p>問」修正為「在他組報告時詢答表現」，以資明確。</p> |
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| <p>(六) 評分方式：專題研討成績總分為一百分，由主持講座依下列配分比例評定成績：</p> <p>1、團體成績：占六十分；包括書面報告占五十分、口頭報告占十分。</p> <p>2、個別成績：占四十分；包括書面報告撰擬過程參與表現占二十分，本組詢答表現占十五分，在他組報告時詢答表現占五分。</p> | <p><u>用資料者，應註明資料來源，並明列參考書目。</u></p> <p>3、<u>應於舉行專題研討前三日送交各基礎訓練機關（構）學校轉送主持講座。</u></p> <p>(五) 進行方式：於結訓前一週<u>星期四或星期五</u>舉行為原則，<u>各組研討時間為五十分鐘。研討重點應包括現況分析、問題檢討及解決建議，各組推派代表一人至二人作口頭報告十五分鐘後，由講座或受訓人員提出問題，並由講座指定該組受訓人員作二十五分鐘之答詢，最後由講座講評。</u></p> <p>(六) 評分方式：專題研討成績總分為一百分，由主持</p> |  |
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|  | <p>講座依下列配分比例評定成績：</p> <p>1、團體成績：占六十分；包括書面報告占五十分、口頭報告占十分。</p> <p>2、個別成績：占四十分；包括書面報告撰擬過程參與表現占二十分，本組詢答表現占十五分，在他組報告時發問占五分。</p>                      |  |
| <p>四、基礎訓練測驗，依下列方式辦理：</p> <p><u>(一) 紙筆測驗：</u></p> <p>1、<u>範圍：以保訓會發布之測驗課程為範圍。</u></p> <p>2、<u>時間：二小時二十分鐘，於結訓當週星期四舉行為原則。</u></p> <p><u>(二) 專書閱讀心得寫作：</u></p> <p>1、<u>範圍：以保訓會發布之閱讀專書為範圍。</u></p> | <p>四、基礎訓練測驗，依下列方式辦理：</p> <p>(一) 測驗範圍：以保訓會發布之測驗課程及閱讀之專書為範圍。</p> <p>(二) 測驗類型及時間：分為紙筆測驗及專書閱讀心得寫作。</p> <p>1、紙筆測驗：題型為選擇題及實務寫作題。測驗時間為二小時二十分鐘，於結訓當</p> | <p>一、為培養受訓人員閱讀習慣，強化其論述與組織能力，並杜絕他人代筆之虞，爰專書閱讀心得寫作改採於訓期中固定時間攜帶指定書籍，以開書撰寫心得方式辦理。</p> <p>二、現行第一款規定測驗範圍、第二款規定測</p> |

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| <p><u>2、時間：五十分鐘</u><br/><u>，於結訓當週星</u><br/><u>期三舉行為原則</u><br/><u>。</u></p> <p><u>3、方式：受訓人員</u><br/><u>得攜帶指定書籍</u><br/><u>撰寫心得。</u></p>  | <p>週星期四舉行為<br/>原則。</p> <p>2、專書閱讀心得寫作<br/>：至遲應於結訓之<br/>次日起三日內繳交<br/>文官學院。逾時繳<br/>交者，不予採計成<br/>績。</p>   | <p>驗類型及時間<br/>，為資明確，<br/>爰調整第一款<br/>明定紙筆測驗<br/>之範圍及時間<br/>，第二款明定<br/>專書閱讀心得<br/>寫作範圍、時<br/>間及方式。</p> |
| <p>五、各基礎訓練機關（構）<br/>學校應於結訓之次日起<br/>七日內，填具本質特性<br/>及專題研討訓練成績清<br/>冊（如附件一）函送文<br/>官學院彙報保訓會，由<br/>保訓會併同測驗成績計<br/>算核定訓練成績後，通<br/>知用人機關（構）學校<br/>於保訓會培訓業務系統<br/>下載成績單，並轉發各<br/>受訓人員簽收。</p> <p>受訓人員如有待觀察之<br/>行為，各基礎訓練機關<br/>（構）學校輔導人員應<br/>詳實觀察記錄「公務人<br/>員考試錄取人員基礎訓<br/>練期間待觀察行為紀錄<br/>單」（如附件二），函送<br/>文官學院彙報保訓會轉</p> | <p>五、各基礎訓練機關（構）<br/>學校應於結訓之次日起<br/>七日內，填具本質特性<br/>及專題研討訓練成績清<br/>冊（如附件一）函送文<br/>官學院彙報保訓會，由<br/>保訓會併同測驗成績計<br/>算核定訓練成績後，通<br/>知用人機關（構）學校<br/>於保訓會培訓業務系統<br/>下載成績單，並轉發各<br/>受訓人員簽收。</p> <p>受訓人員如有待觀察之<br/>行為，各基礎訓練機關<br/>（構）學校輔導人員應<br/>詳實觀察記錄「公務人<br/>員考試錄取人員基礎訓<br/>練期間待觀察行為紀錄<br/>單」（如附件二），函送<br/>文官學院彙報保訓會轉</p> | <p>本點附件一增列「<br/>班別」、「學號」<br/>，俾利成績核對。</p>  |



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| <p>知用人機關（構）學校參考。</p>   | <p>知用人機關（構）學校參考。</p>   |               |
| <p>六、實務訓練成績考核項目及所占訓練成績總分之百分比如下：</p> <p>（一）本質特性：百分之四十五。</p> <p>1、品德：包括廉正、忠誠、負責、涵養、榮譽及團隊精神等，占百分之二十。</p> <p>2、才能：包括表達、學識、反應、創意、判斷、思維及見解等，占百分之十五。</p> <p>3、生活表現：包括規律、精神、整潔、儀表、談吐及關懷待人等，占百分之十。</p> <p>（二）服務成績：百分之五十五。</p> <p>1、學習態度：包括主動、積極、正面、和諧及互助等，占百分之三十。</p> | <p>六、實務訓練成績考核項目及所占訓練成績總分之百分比如下：</p> <p>（一）本質特性：百分之四十五。</p> <p>1、品德：包括廉正、忠誠、負責、涵養、榮譽及團隊精神等，占百分之二十。</p> <p>2、才能：包括表達、學識、反應、創意、判斷、思維及見解等，占百分之十五。</p> <p>3、生活表現：包括規律、精神、整潔、儀表、談吐及關懷待人等，占百分之十。</p> <p>（二）服務成績：百分之五十五。</p> <p>1、學習態度：包括主動、積極、正面、和諧及互助等，占百分之三十。</p> | <p>本點未修正。</p> |

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| <p>2、工作績效：包括專業、效能及品質等，占百分之二十五。</p>   | <p>2、工作績效：包括專業、效能及品質等，占百分之二十五。</p>   |                                    |
| <p>七、實務訓練成績，由受訓人員之輔導員依實務訓練成績考核表（如附件三）所定項目進行評擬，並檢附實務訓練計畫表及實務訓練輔導紀錄表併送單位主管初核後，轉送人事單位陳報實務訓練機關（構）學校首長評定。</p> <p>受訓人員之實務訓練成績考核表、實務訓練計畫表及實務訓練輔導紀錄表，由實務訓練機關（構）學校留存。</p> <p>依規定參加集中實務訓練之受訓人員，其訓練期間之學習情形，由辦理集中實務訓練機關（構）學校送交實務訓練機關（構）學校，作為實務訓練成績考核之參據。</p> | <p>七、實務訓練成績，由受訓人員之輔導員依實務訓練成績考核表（如附件三）所定項目進行評擬，並檢附實務訓練計畫表及實務訓練輔導紀錄表併送單位主管初核後，轉送人事單位陳報實務訓練機關（構）學校首長評定。</p> <p>受訓人員之實務訓練成績考核表、實務訓練計畫表及實務訓練輔導紀錄表，由實務訓練機關（構）學校留存。</p> <p>依規定參加集中實務訓練之受訓人員，其訓練期間之學習情形，由辦理集中實務訓練機關（構）學校送交實務訓練機關（構）學校，作為實務訓練成績考核之參據。</p> | <p>配合修正規定第十點，爰將本點附件三之附註酌作文字修正。</p> |
| <p>八、實務訓練成績經單位主管初核為不及格者，應先交付實務訓練機關</p>   | <p>八、實務訓練成績經單位主管初核為不及格者，應先交付實務訓練機關</p>   | <p>本點未修正。</p>                      |

(構)學校考績委員會審議。審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關(構)學校首長評定。實務訓練機關(構)學校首長如對考績委員會審議結果有意見時，應退回考績委員會復議，對復議結果仍不同意時，得加註理由後變更之。

實務訓練成績經單位主管初核為及格，送實務訓練機關(構)學校首長評定對初核結果有意見時，應交付實務訓練機關(構)學校考績委員會審議。審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關(構)學校首長評定。實務訓練機關(構)學校首長如對考績委員會審議結果仍不同意時，得加註理由後變更之。

實務訓練成績經實務訓練機關(構)學校首長依前二項規定評定後，

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| <p>函送保訓會核定，並併同檢附實務訓練成績考核表、實務訓練計畫表、實務訓練輔導紀錄表及考績委員會紀錄等相關事證資料。</p> <p>保訓會於核定實務訓練成績前，應派員前往實務訓練機關（構）學校調閱相關文件與訪談相關人員，實務訓練機關（構）學校與受訪談人員應予必要之協助。</p> | <p>函送保訓會核定，並併同檢附實務訓練成績考核表、實務訓練計畫表、實務訓練輔導紀錄表及考績委員會紀錄等相關事證資料。</p> <p>保訓會於核定實務訓練成績前，應派員前往實務訓練機關（構）學校調閱相關文件與訪談相關人員，實務訓練機關（構）學校與受訪談人員應予必要之協助。</p> |   |
| <p>九、性質特殊之高等及普通考試類科或特種考試錄取人員訓練，依各該訓練計畫成績考核規定，成績未達及格標準者，保訓會得於核定成績前，依前點第四項規定辦理。</p> <p>前項訓練成績考核事項除另有規定者外，依本要點辦理。</p>                           | <p>九、性質特殊之高等及普通考試類科或特種考試錄取人員訓練，依各該訓練計畫成績考核規定，成績未達及格標準者，保訓會得於核定成績前，依前點第四項規定辦理。</p> <p>前項訓練成績考核事項除另有規定者外，依本要點辦理。</p>                           | <p>本點未修正。</p>                                 |
| <p>十、實務訓練機關（構）學校應於受訓人員基礎訓練及實務訓練成績均及格後，於保訓會培訓業務系統列印實務訓練成績清冊（如附件四）函</p>  | <p>十、實務訓練機關（構）學校應於受訓人員基礎訓練及實務訓練成績均及格後，於保訓會培訓業務系統列印實務訓練成績清冊（如附件四）函</p>  | <p>一、因應保訓會將公務人員考試錄取人員訓練與晉升官等（資位）訓練之閱卷及請領考</p> |

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| <p>送文官學院轉陳保訓會核定，報請考試院發給考試及格證書。</p> | <p>送保訓會核定，<u>並由保訓會</u>報請考試院發給考試及格證書。</p> | <p>試及格、合格證書業務，自一百零六年七月一日起授權國家文官學院辦理，爰將本點後段「函送保訓會核定」修正為「函送文官學院轉陳保訓會核定」，以符實際作業。</p> <p>二、本點附件四「編號」修正為「總編號」，以資明確。</p> |
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## 公務人員考試錄取人員訓練成績考核要點第五點附件修正對照表

| 修正規定   | 現行規定 | 說明         |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
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|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
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|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
| 總編號  | 姓名   | 考試等級<br>類科 | 本質特性       | 專題研討       | 備註   |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
|  |      |            |            |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |    |            |      |      |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                 |
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| 修正規定  | 現行規定              | 說明   |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
|---|-------------------|------|--|------------|-------------------|--|-----------------|--|--|------|------|------|--|--|--|--|--|--|--|--|--|------|--|--|----|--|--|-------|--|--|--|-----------------|--|--|------------|-------------------|--|-----------------|--|--|------|------|------|--|--|--|--|--|--|--|--|--|------|--|--|----|--|--|-------|--|--|------------------|
| <p>附件二</p> <p>公務人員考試錄取人員基礎訓練期間待觀察行為紀錄單<br/>(記錄期間：年月日至年月日)</p> <table border="1" data-bbox="240 447 1344 1869"> <tr> <td>基礎訓練<br/>機關(構)學校</td> <td colspan="2"></td> </tr> <tr> <td>受訓人員<br/>姓名</td> <td>受訓人員國民<br/>身分證統一編號</td> <td></td> </tr> <tr> <td>實務訓練<br/>機關(構)學校</td> <td colspan="2"></td> </tr> <tr> <td>發生日期</td> <td>行為表現</td> <td>輔導方式</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>佐證資料</td> <td colspan="2"></td> </tr> <tr> <td>備註</td> <td colspan="2"></td> </tr> <tr> <td>輔導員簽章</td> <td colspan="2"></td> </tr> </table> | 基礎訓練<br>機關(構)學校   |      |  | 受訓人員<br>姓名 | 受訓人員國民<br>身分證統一編號 |  | 實務訓練<br>機關(構)學校 |  |  | 發生日期 | 行為表現 | 輔導方式 |  |  |  |  |  |  |  |  |  | 佐證資料 |  |  | 備註 |  |  | 輔導員簽章 |  |  | <p>附件二</p> <p>公務人員考試錄取人員基礎訓練期間待觀察行為紀錄單<br/>(記錄期間：年月日至年月日)</p> <table border="1" data-bbox="1472 447 2576 1869"> <tr> <td>基礎訓練<br/>機關(構)學校</td> <td colspan="2"></td> </tr> <tr> <td>受訓人員<br/>姓名</td> <td>受訓人員國民<br/>身分證統一編號</td> <td></td> </tr> <tr> <td>實務訓練<br/>機關(構)學校</td> <td colspan="2"></td> </tr> <tr> <td>發生日期</td> <td>行為表現</td> <td>輔導方式</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>佐證資料</td> <td colspan="2"></td> </tr> <tr> <td>備註</td> <td colspan="2"></td> </tr> <tr> <td>輔導員簽章</td> <td colspan="2"></td> </tr> </table> | 基礎訓練<br>機關(構)學校 |  |  | 受訓人員<br>姓名 | 受訓人員國民<br>身分證統一編號 |  | 實務訓練<br>機關(構)學校 |  |  | 發生日期 | 行為表現 | 輔導方式 |  |  |  |  |  |  |  |  |  | 佐證資料 |  |  | 備註 |  |  | 輔導員簽章 |  |  | <p>本點附件二未修正。</p> |
| 基礎訓練<br>機關(構)學校   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 受訓人員<br>姓名  | 受訓人員國民<br>身分證統一編號 |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 實務訓練<br>機關(構)學校   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 發生日期  | 行為表現              | 輔導方式 |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
|   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
|   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
|   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 佐證資料  |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 備註  |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 輔導員簽章   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 基礎訓練<br>機關(構)學校   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 受訓人員<br>姓名  | 受訓人員國民<br>身分證統一編號 |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 實務訓練<br>機關(構)學校   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 發生日期  | 行為表現              | 輔導方式 |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
|   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
|   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
|   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 佐證資料  |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 備註  |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |
| 輔導員簽章   |                   |      |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |  |                 |  |  |            |                   |  |                 |  |  |      |      |      |  |  |  |  |  |  |  |  |  |      |  |  |    |  |  |       |  |  |                  |

## 公務人員考試錄取人員訓練成績考核要點第七點附件修正對照表

| 修正規定   | 現行規定                  |                                | 說明  |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
|--|-----------------------|--------------------------------|-----|-----------|--------------|------------|----|--|--|--|-------------|--|--|--|--|--|--|--|--|--|----|--|----|--|-----------|--|-------|--|--|--|----|----|--|--|--|--|----|----|--|--|--|------|------------|--|--|--|--------|------------|--|--|--|------|--|--|--|--|--|--|--|--|--|------|----|-----|-----|--|--|--|-----|------|-------|------|----------------|----|-------------------------------|--|--|--|--|----|--------------------------------|--|--|--|--|------|-------------------------------|--|--|--|--|----------------|------|--------------------------|--|--|--|--|------|--------------------|--|--|--|--|------|--|------|--|----------|-----|--|--------|--|--|--|--|--|----|-------|--|-----|--|--------------|-----|-----|--|--|--|--|--|------|--|--|--|--|--|-------|--|--|--|--|--|-----------|--|--|--|--|--|---------|---------------|--|--|--|--|-----|--|--|--|--|--|--|--|--|--|--|--|--|
| <p>附件三</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="10" style="text-align: center;">年公務人員 考試錄取人員實務訓練成績考核表</th> </tr> <tr> <td colspan="2">實務訓練機關(構)學校</td> <td colspan="8"></td> </tr> <tr> <td>姓名</td> <td></td> <td>性別</td> <td></td> <td>國民身分證統一編號</td> <td></td> <td>出生年月日</td> <td></td> <td></td> <td></td> </tr> <tr> <td>考等</td> <td>試級</td> <td colspan="4"></td> <td>考系</td> <td>試科</td> <td colspan="3"></td> </tr> <tr> <td>報到日期</td> <td colspan="4">中華民國 年 月 日</td> <td>訓練期滿日期</td> <td colspan="4">中華民國 年 月 日</td> </tr> <tr> <td>工作項目</td> <td colspan="9"></td> </tr> <tr> <th rowspan="2">考核項目</th> <th rowspan="2">細目</th> <th rowspan="2">內 容</th> <th colspan="4">評 分</th> </tr> <tr> <th>輔導員</th> <th>單位主管</th> <th>考績委員會</th> <th>機關首長</th> </tr> <tr> <td rowspan="3">本質特性 (45分) (A)</td> <td>品德</td> <td>包括廉正、忠誠、負責、涵養、榮譽及團隊精神等。(占20分)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>才能</td> <td>包括表達、學識、反應、創意、判斷、思維及見解等。(占15分)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>生活表現</td> <td>包括規律、精神、整潔、儀表、談吐及關懷待人等。(占10分)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="2">服務成績 (55分) (B)</td> <td>學習態度</td> <td>包括主動、積極、正面、和諧及互助等。(占30分)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>工作績效</td> <td>包括專業、效能及品質等。(占25分)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>請假紀錄</td> <td></td> <td>獎懲紀錄</td> <td></td> <td>獎懲紀錄加減總分</td> <td colspan="2">(C)</td> </tr> <tr> <td>具體優劣事蹟</td> <td colspan="5"></td> </tr> <tr> <th rowspan="5">總評</th> <th colspan="2">單位與人員</th> <th colspan="2">評 語</th> <th>考評總分 (A+B+C)</th> <th>簽 章</th> </tr> <tr> <td colspan="2">輔導員</td> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2">單位主管</td> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2">考績委員會</td> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2">機關(構)學校首長</td> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td>評 定 日 期</td> <td colspan="5">中 華 民 國 年 月 日</td> </tr> <tr> <td>備 註</td> <td colspan="5"></td> </tr> <tr> <td colspan="7">           附註：<br/>           一、依據公務人員考試錄取人員訓練辦法及公務人員考試錄取人員訓練成績考核要點之規定辦理。<br/>           二、實務訓練成績以六十分為及格，如成績不及格請依公務人員考試錄取人員訓練辦法第三十九條至第四十二條之一規定辦理。<br/>           三、受訓人員如有因考試規則或訓練計畫規定事項，而必須列為實務訓練成績不及格者，應於備註欄註明。<br/>           四、輔導員應於受訓人員訓練期滿後，填寫本考核表，並送單位主管初核後，轉送人事單位陳報機關(構)學校首長評定。實務訓練成績經評定為及格者，毋需提報考績委員會審議，免填考績委員會評分欄位。<br/>           五、受訓人員實務訓練成績經單位主管初核為不及格者，應先交付實務訓練機關考績委員會審議。審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關首長評定。實務訓練機關首長如對考績委員會審議結果有意見時，應退回考績委員會復議，對復議結果仍不同意時，得於評語欄加註理由後變更之。<br/>           六、受訓人員實務訓練成績經單位主管初核為及格，送實務訓練機關首長評定對初核結果有意見時，應交付實務訓練機關考績委員會審議。審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關首長評定。實務訓練機關首長如對考績委員會審議結果仍不同意時，得於評語欄加註理由後變更之。<br/>           七、踐行第五點及第六點程序後，實務訓練機關仍評定受訓人員成績不及格者，應併同實務訓練成績考核表、實務訓練計畫表、實務訓練輔導紀錄表及考績委員會紀錄等相關事證資料，函送公務人員保障暨培訓委員會(以下簡稱保訓會)。<br/>           八、實務訓練成績考核表請實務訓練機關留存，並於受訓人員基礎訓練及實務訓練成績均及格後，由實務訓練機關(構)學校於保訓會培訓業務系統列印實務訓練成績清冊函送國家文官學院轉陳保訓會核定，報請考試院發給考試及格證書。         </td> </tr> </thead></table> | 年公務人員 考試錄取人員實務訓練成績考核表 |                                |     |           |              |            |    |  |  |  | 實務訓練機關(構)學校 |  |  |  |  |  |  |  |  |  | 姓名 |  | 性別 |  | 國民身分證統一編號 |  | 出生年月日 |  |  |  | 考等 | 試級 |  |  |  |  | 考系 | 試科 |  |  |  | 報到日期 | 中華民國 年 月 日 |  |  |  | 訓練期滿日期 | 中華民國 年 月 日 |  |  |  | 工作項目 |  |  |  |  |  |  |  |  |  | 考核項目 | 細目 | 內 容 | 評 分 |  |  |  | 輔導員 | 單位主管 | 考績委員會 | 機關首長 | 本質特性 (45分) (A) | 品德 | 包括廉正、忠誠、負責、涵養、榮譽及團隊精神等。(占20分) |  |  |  |  | 才能 | 包括表達、學識、反應、創意、判斷、思維及見解等。(占15分) |  |  |  |  | 生活表現 | 包括規律、精神、整潔、儀表、談吐及關懷待人等。(占10分) |  |  |  |  | 服務成績 (55分) (B) | 學習態度 | 包括主動、積極、正面、和諧及互助等。(占30分) |  |  |  |  | 工作績效 | 包括專業、效能及品質等。(占25分) |  |  |  |  | 請假紀錄 |  | 獎懲紀錄 |  | 獎懲紀錄加減總分 | (C) |  | 具體優劣事蹟 |  |  |  |  |  | 總評 | 單位與人員 |  | 評 語 |  | 考評總分 (A+B+C) | 簽 章 | 輔導員 |  |  |  |  |  | 單位主管 |  |  |  |  |  | 考績委員會 |  |  |  |  |  | 機關(構)學校首長 |  |  |  |  |  | 評 定 日 期 | 中 華 民 國 年 月 日 |  |  |  |  | 備 註 |  |  |  |  |  | 附註：<br>一、依據公務人員考試錄取人員訓練辦法及公務人員考試錄取人員訓練成績考核要點之規定辦理。<br>二、實務訓練成績以六十分為及格，如成績不及格請依公務人員考試錄取人員訓練辦法第三十九條至第四十二條之一規定辦理。<br>三、受訓人員如有因考試規則或訓練計畫規定事項，而必須列為實務訓練成績不及格者，應於備註欄註明。<br>四、輔導員應於受訓人員訓練期滿後，填寫本考核表，並送單位主管初核後，轉送人事單位陳報機關(構)學校首長評定。實務訓練成績經評定為及格者，毋需提報考績委員會審議，免填考績委員會評分欄位。<br>五、受訓人員實務訓練成績經單位主管初核為不及格者，應先交付實務訓練機關考績委員會審議。審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關首長評定。實務訓練機關首長如對考績委員會審議結果有意見時，應退回考績委員會復議，對復議結果仍不同意時，得於評語欄加註理由後變更之。<br>六、受訓人員實務訓練成績經單位主管初核為及格，送實務訓練機關首長評定對初核結果有意見時，應交付實務訓練機關考績委員會審議。審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關首長評定。實務訓練機關首長如對考績委員會審議結果仍不同意時，得於評語欄加註理由後變更之。<br>七、踐行第五點及第六點程序後，實務訓練機關仍評定受訓人員成績不及格者，應併同實務訓練成績考核表、實務訓練計畫表、實務訓練輔導紀錄表及考績委員會紀錄等相關事證資料，函送公務人員保障暨培訓委員會(以下簡稱保訓會)。<br>八、實務訓練成績考核表請實務訓練機關留存，並於受訓人員基礎訓練及實務訓練成績均及格後，由實務訓練機關(構)學校於保訓會培訓業務系統列印實務訓練成績清冊函送國家文官學院轉陳保訓會核定，報請考試院發給考試及格證書。 |  |  |  |  |  |  |
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| 考等   | 試級                    |                                |     |           |              | 考系         | 試科 |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
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| 工作項目   |                       |                                |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
| 考核項目   | 細目                    | 內 容                            | 評 分 |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
|  |                       |                                | 輔導員 | 單位主管      | 考績委員會        | 機關首長       |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
| 本質特性 (45分) (A)   | 品德                    | 包括廉正、忠誠、負責、涵養、榮譽及團隊精神等。(占20分)  |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 才能                    | 包括表達、學識、反應、創意、判斷、思維及見解等。(占15分) |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 生活表現                  | 包括規律、精神、整潔、儀表、談吐及關懷待人等。(占10分)  |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
| 服務成績 (55分) (B)   | 學習態度                  | 包括主動、積極、正面、和諧及互助等。(占30分)       |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 工作績效                  | 包括專業、效能及品質等。(占25分)             |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
| 請假紀錄   |                       | 獎懲紀錄                           |     | 獎懲紀錄加減總分  | (C)          |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
| 具體優劣事蹟   |                       |                                |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
| 總評   | 單位與人員                 |                                | 評 語 |           | 考評總分 (A+B+C) | 簽 章        |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 輔導員                   |                                |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 單位主管                  |                                |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 考績委員會                 |                                |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 機關(構)學校首長             |                                |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
| 評 定 日 期  | 中 華 民 國 年 月 日         |                                |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
| 備 註  |                       |                                |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |
| 附註：<br>一、依據公務人員考試錄取人員訓練辦法及公務人員考試錄取人員訓練成績考核要點之規定辦理。<br>二、實務訓練成績以六十分為及格，如成績不及格請依公務人員考試錄取人員訓練辦法第三十九條至第四十二條之一規定辦理。<br>三、受訓人員如有因考試規則或訓練計畫規定事項，而必須列為實務訓練成績不及格者，應於備註欄註明。<br>四、輔導員應於受訓人員訓練期滿後，填寫本考核表，並送單位主管初核後，轉送人事單位陳報機關(構)學校首長評定。實務訓練成績經評定為及格者，毋需提報考績委員會審議，免填考績委員會評分欄位。<br>五、受訓人員實務訓練成績經單位主管初核為不及格者，應先交付實務訓練機關考績委員會審議。審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關首長評定。實務訓練機關首長如對考績委員會審議結果有意見時，應退回考績委員會復議，對復議結果仍不同意時，得於評語欄加註理由後變更之。<br>六、受訓人員實務訓練成績經單位主管初核為及格，送實務訓練機關首長評定對初核結果有意見時，應交付實務訓練機關考績委員會審議。審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關首長評定。實務訓練機關首長如對考績委員會審議結果仍不同意時，得於評語欄加註理由後變更之。<br>七、踐行第五點及第六點程序後，實務訓練機關仍評定受訓人員成績不及格者，應併同實務訓練成績考核表、實務訓練計畫表、實務訓練輔導紀錄表及考績委員會紀錄等相關事證資料，函送公務人員保障暨培訓委員會(以下簡稱保訓會)。<br>八、實務訓練成績考核表請實務訓練機關留存，並於受訓人員基礎訓練及實務訓練成績均及格後，由實務訓練機關(構)學校於保訓會培訓業務系統列印實務訓練成績清冊函送國家文官學院轉陳保訓會核定，報請考試院發給考試及格證書。   |                       |                                |     |           |              |            |    |  |  |  |             |  |  |  |  |  |  |  |  |  |    |  |    |  |           |  |       |  |  |  |    |    |  |  |  |  |    |    |  |  |  |      |            |  |  |  |        |            |  |  |  |      |  |  |  |  |  |  |  |  |  |      |    |     |     |  |  |  |     |      |       |      |                |    |                               |  |  |  |  |    |                                |  |  |  |  |      |                               |  |  |  |  |                |      |                          |  |  |  |  |      |                    |  |  |  |  |      |  |      |  |          |     |  |        |  |  |  |  |  |    |       |  |     |  |              |     |     |  |  |  |  |  |      |  |  |  |  |  |       |  |  |  |  |  |           |  |  |  |  |  |         |               |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |

 附件三   | 年公務人員 考試錄取人員實務訓練成績考核表   |                   |                                |       |                   |                 |           |               |  |  |  | |---|-------------------|--------------------------------|-------|-------------------|-----------------|-----------|---------------|--|--|--| | 實務訓練機關(構)學校   |                   |                                |       |                   |                 |           |               |  |  |  | | 姓 名   |                   | 性 別                            |       | 國 民 身 分 證 統 一 編 號 |                 | 出 生 年 月 日 |               |  |  |  | | 考 等   | 試 級               |                                |       |                   |                 | 考 系       | 試 科           |  |  |  | | 報 日   | 到 期               | 中 華 民 國 年 月 日                  |       |                   |                 | 訓 期 滿 日 期 | 中 華 民 國 年 月 日 |  |  |  | | 工 作 項 目   |                   |                                |       |                   |                 |           |               |  |  |  | | 考 核 項 目   | 細 目               | 內 容                            | 評 分   |                   |                 |           |               |  |  |  | |   |                   |                                | 輔 導 員 | 單 位 主 管           | 考 績 委 員 會       | 機 關 首 長   |               |  |  |  | | 本 質 特 性 (45分) (A)   | 品 德               | 包括廉正、忠誠、負責、涵養、榮譽及團隊精神等。(占20分)  |       |                   |                 |           |               |  |  |  | |   | 才 能               | 包括表達、學識、反應、創意、判斷、思維及見解等。(占15分) |       |                   |                 |           |               |  |  |  | |   | 生 活 表 現           | 包括規律、精神、整潔、儀表、談吐及關懷待人等。(占10分)  |       |                   |                 |           |               |  |  |  | | 服 務 成 績 (55分) (B)   | 學 習 態 度           | 包括主動、積極、正面、和諧及互助等。(占30分)       |       |                   |                 |           |               |  |  |  | |   | 工 作 績 效           | 包括專業、效能及品質等。(占25分)             |       |                   |                 |           |               |  |  |  | | 請 假 紀 錄   |                   | 獎 懲 紀 錄                        |       | 獎 懲 紀 錄 加 減 總 分   | (C)             |           |               |  |  |  | | 具 體 優 劣 事 蹟   |                   |                                |       |                   |                 |           |               |  |  |  | | 總 評   | 單 位 與 人 員         |                                | 評 語   |                   | 考 評 總 分 (A+B+C) | 簽 章       |               |  |  |  | |   | 輔 導 員             |                                |       |                   |                 |           |               |  |  |  | |   | 單 位 主 管           |                                |       |                   |                 |           |               |  |  |  | |   | 考 績 委 員 會         |                                |       |                   |                 |           |               |  |  |  | |   | 機 關 ( 構 ) 學 校 首 長 |                                |       |                   |                 |           |               |  |  |  | | 評 定 日 期   | 中 華 民 國 年 月 日     |                                |       |                   |                 |           |               |  |  |  | | 備 註   |                   |                                |       |                   |                 |           |               |  |  |  | | 附註：<br>一、依據公務人員考試錄取人員訓練辦法及公務人員考試錄取人員訓練成績考核要點之規定辦理。<br>二、實務訓練成績以六十分為及格，如成績不及格請依公務人員考試錄取人員訓練辦法第三十九條至第四十二條之一規定辦理。<br>三、受訓人員如有因考試規則或訓練計畫規定事項，而必須列為實務訓練成績不及格者，應於備註欄註明。<br>四、輔導員應於受訓人員訓練期滿後，填寫本考核表，並送單位主管初核後，轉送人事單位陳報機關(構)學校首長評定。實務訓練成績經評定為及格者，毋需提報考績委員會審議，免填考績委員會評分欄位。<br>五、受訓人員實務訓練成績經單位主管初核為不及格者，應先交付實務訓練機關考績委員會審議。審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關首長評定。實務訓練機關首長如對考績委員會審議結果有意見時，應退回考績委員會復議，對復議結果仍不同意時，得於評語欄加註理由後變更之。<br>六、受訓人員實務訓練成績經單位主管初核為及格，送實務訓練機關首長評定對初核結果有意見時，應交付實務訓練機關考績委員會審議。審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關首長評定。實務訓練機關首長如對考績委員會審議結果仍不同意時，得於評語欄加註理由後變更之。<br>七、踐行第五點及第六點程序後，實務訓練機關仍評定受訓人員成績不及格者，應併同實務訓練成績考核表、實務訓練計畫表、實務訓練輔導紀錄表及考績委員會紀錄等相關事證資料，函送公務人員保障暨培訓委員會(以下簡稱保訓會)。<br>八、實務訓練成績考核表請實務訓練機關留存，並於受訓人員基礎訓練及實務訓練成績均及格後，由實務訓練機關(構)學校於保訓會培訓業務系統列印實務訓練成績清冊函送保訓會核定，並由保訓會報請考試院發給考試及格證書。 |                   |                                |       |                   |                 |           |               |  |  |  | | 配合修正規定第十點，爰將本點附件三之附註酌作文字修正。 |



公務人員考試錄取人員訓練成績考核要點第十點附件修正對照表

| 修正規定                           |    |              |               |    |           |                     |                            |                 |                 |            | 現行規定                           |    |    |              |               |    |           |                     |                            |                 |                 | 說明                      |            |    |  |
|--------------------------------|----|--------------|---------------|----|-----------|---------------------|----------------------------|-----------------|-----------------|------------|--------------------------------|----|----|--------------|---------------|----|-----------|---------------------|----------------------------|-----------------|-----------------|-------------------------|------------|----|--|
| 附件四<br>年公務人員<br>考試錄取人員實務訓練成績清冊 |    |              |               |    |           |                     |                            |                 |                 |            | 附件四<br>年公務人員<br>考試錄取人員實務訓練成績清冊 |    |    |              |               |    |           |                     |                            |                 |                 | 本點附件四「編號」修正為「總編號」，以資明確。 |            |    |  |
| 總編號                            | 姓名 | 考試等級<br>考試類科 | 國民身分證<br>統一編號 | 性別 | 出生<br>年月日 | 實務訓練機<br>關(構)學<br>校 | 實<br>務<br>訓<br>練<br>成<br>績 | 實務訓練<br>期<br>間  | 基礎訓練<br>期<br>間  | 訓練期<br>滿日期 | 備註                             | 編號 | 姓名 | 考試等級<br>考試類科 | 國民身分證<br>統一編號 | 性別 | 出生<br>年月日 | 實務訓練機<br>關(構)學<br>校 | 實<br>務<br>訓<br>練<br>成<br>績 | 實務訓練<br>期<br>間  | 基礎訓練<br>期<br>間  |                         | 訓練期<br>滿日期 | 備註 |  |
|                                |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |            |                                |    |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |                         |            |    |  |
|                                |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |            |                                |    |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |                         |            |    |  |
|                                |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |            |                                |    |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |                         |            |    |  |
|                                |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |            |                                |    |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |                         |            |    |  |
|                                |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |            |                                |    |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |                         |            |    |  |
|                                |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |            |                                |    |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |                         |            |    |  |
|                                |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |            |                                |    |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |                         |            |    |  |
|                                |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |            |                                |    |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |                         |            |    |  |
|                                |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |            |                                |    |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |                         |            |    |  |
|                                |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |            |                                |    |    |              |               |    |           |                     |                            | 年月日<br>至<br>年月日 | 年月日<br>至<br>年月日 |                         |            |    |  |

