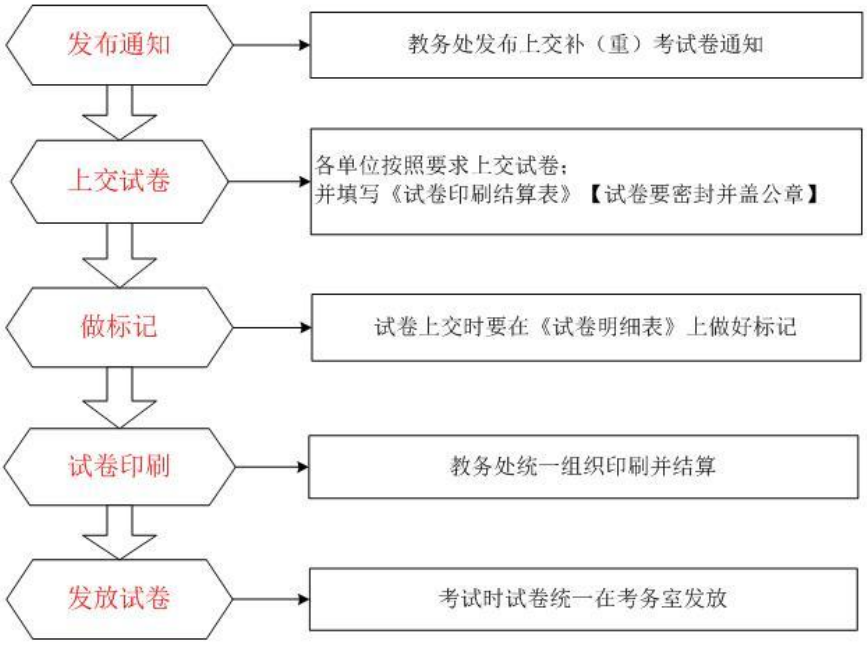补（重）考试卷印刷工作流程