

TRANSLATION

## **MANUAL PROCEDURE**

### **MIDTERM AND FINAL SEMESTER EXAMINATIONS**

#### **UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAWA TIMUR**

#### **SCOPE**

The scope of this procedure includes (in accordance with the university academic calendar) the process of implementing midterm/final exams, distribution of midterm/final exam schedules, distribution of midterm/final exam questions, implementation of midterm/final exams and grading including verification of midterm/final exam instruments for Course Examiners, Exam Invigilators as well as exam questions.

#### **PURPOSE**

This procedure is made to ensure the implementation of midterm and final exams can run well in accordance with applicable regulations.

#### **DEFINITION**

3.1. Midterm Exam : An evaluation for students after attending lectures for half a semester

3.2. Final Exam : An evaluation for students after attending lectures for one semester

#### **GENERAL PROVISIONS**

#### **PROCEDURE**

##### 1. Pre-Exam - Exam Schedule Information (Midterm and Final Exams)

1. The Faculty Education Staff prepares the exam schedule and determines the Exam Invigilators in the form of the Exam Schedule Form and is endorsed by the Vice Dean I.
2. The determination of the Exam Invigilators is based on the Dean's Decree concerning Midterm Exam Invigilators and the Dean's Decree concerning Final Exam Invigilators.

2. The Exam Schedule and the Dean's Decree concerning Midterm Exam Invigilators and the Dean's Decree concerning Final Exam Invigilators are distributed to each Exam Invigilator.

3. If there is an Exam Invigilator who is unable to attend, he/she shall apply for permission to the Vice Dean I at least 1 day in advance to find a replacement.
4. The Head of Faculty Academic Affairs prepares an invitation letter for the exam preparation meeting.
5. Vice Dean I endorses the invitation letter for the exam preparation meeting.
6. The Head of Faculty distributes invitation letters for the exam preparation meeting to all Course Examiners and Exam Invigilators.
7. Vice Dean I holds an exam preparation meeting attended by all Exam Committee members.
8. Vice Dean I holds an exam preparation meeting attended by all Course Examiners and Exam Invigilators.
9. The endorsed Exam Schedule is distributed to all Exam Invigilators and announced to students through the announcement board. Exam Announcements include the dates of implementation of the Midterm & Final Exams (in accordance with those determined in the academic calendar), registration dates and requirements.

#### **Pre-Exam Distribution of Exam Questions (Midterm and Final Exams)**

1. Vice Dean I issues an Exam Notification Letter for all Course Examiners, which contains the obligation for face-to-face lectures, deadline for submission of exam questions and submission of grades.
2. The Faculty Education Staff distributes the Exam Notification Letter to each Course Examiner.
3. The Exam questions that have used the Standard Exam Question Format are made by the Course Examiners and must be submitted to the Department Secretary no later than 3 days before the time specified in the Academic Calendar for the Exam.
4. The Exam Script Committee carries out the duplication of the exam questions.
5. The Secretary receives the duplicated exam questions and the printed Student Exam Attendance Sheet.
6. The Faculty Education Staff prepares the Minutes, then prepares the Exam Questions and answer sheets which are put into the Exam envelope and sealed.

#### **Exam Implementation (Midterm and Final Exams)**

##### **Faculty**

Appointed Faculty Education Staff as the Exam Committee prepares all Exam documents, including the Exam Invigilator Attendance List.

Exam Invigilators sign the Exam Invigilator Attendance List.

The Exam Committee provides the exam question envelopes to the Exam Invigilators.

The Exam Invigilators receive and go to the exam room.

The Exam Invigilators distribute the answer sheets and exam questions to students, as well as the Student Exam Attendance Sheet to be signed.

The Exam Invigilators fill out the Minutes of the Exam Implementation.

The Exam Invigilators submit all exam documents to the Exam Committee.

The Exam Committee receives and checks the completeness of the documents. The answer sheets and Student Exam Attendance Sheets are submitted to the Course Examiners, while the Minutes of the Exam Implementation are archived.

### **Students**

1. Students are allowed to take the Midterm/Final Exam in accordance with the academic calendar and fulfill the lecture attendance of more than 75%.

2. Students register for the Final Exam at the Faculty Education Department with the following conditions:

- Proof of KRS for this semester
- Print out of tuition fee payment receipt

3. During the Final Exam students are required to bring:

- Student ID and Exam Card
- KRS for this semester

4. After the Final Exam is finished,

- The course lecturer conducts the assessment
- The course lecturer submits the course grades to the Academic Affairs Sub-Department

### **Grades**

- For remedial exams, announced by the lecturer concerned at the Academic Affairs Department

- Grades can be seen on the internet/transcript

## **Final Semester Exam Result Assessment**

1. The Course Examiners receive and evaluate student answers, then submit grades to the Head of Department no later than 1 week after the implementation of the Exam.
2. The Head of Department collects grades submitted by all lecturers from all courses and practicums which are then submitted to the Academic Affairs Department to be processed into the final grades in the Course Grades format.
3. The Faculty Education Staff enters the Course Grades into the SIAMIK program.
4. Students/lecturers can see the Course Grades that have been entered into the SIAMIK program via the intranet/internet. Any discrepancies in grades listed on the electronic transcript with the original lecturer grades can be confirmed with the Academic Affairs Sub-Department.
5. When all the grades programmed by the student are complete, the Faculty Education Staff prints the Study Result Card (KHS) in 3 copies for each advisor lecturer, student, and archives.
6. The Faculty Education Staff sends the final grades of Courses that have been entered to the Head of Department to be signed.
7. The Faculty Education Staff archives the Students' Final Grades.
8. The Faculty Education Staff sends the Study Result Cards (KHS) to students through their academic advisors.
9. Students take the Study Result Cards from their Academic Advisor during the advisory process for the following semester.
10. If necessary to complain, students photocopy the Study Result Card (KHS).
11. Students must ensure that the Courses being complained, after self-calculation from the internet results.
12. Grade complaints can be made at the Academic Affairs Department forwarded to the Head of Department and if there are grade differences, the Academic Affairs will change the grades on the order of the Head of Department.
13. When the Study Result Card (KHS) has been validated by the Academic Advisor.
14. While waiting for the correction process, students can enter the Study Plan Card (KRS) for courses that have no problems.
15. The next process is explained in the Advisory Procedure Manual.

## **Verification of Exam Invigilators**

1. Vice Dean I determines the Exam Invigilators.
2. The Faculty Education Staff prepares the exam schedule.

3. Vice Dean I endorses the personnel of the Exam Invigilators as a form of verification to ensure the appointed Exam Invigilators. The proposed Exam Invigilators are submitted to the Dean to issue a Dean's Decree concerning the Midterm Exam Invigilators and a Dean's Decree concerning the Final Exam Invigilators.
4. The Exam Schedule and Dean's Decree are distributed by the Faculty Education Staff to each Exam Invigilator.
5. If there is an Exam Invigilator who is unable to attend, he/she shall apply for permission to the Coordinator at least 1 day in advance to find a replacement.
6. To verify the attendance of the Exam Invigilators, the Invigilator Coordinator checks the Exam Invigilator Attendance List signed by the Exam Invigilators.

### **Exam Question Verification**

1. Prior to the exam, the Course Examiners prepare Exam Questions that have used the Standard Question Format in accordance with departmental provisions and must be submitted to the Department Staff no later than 1 week before the time specified in the Academic Calendar for the Exam.
2. The Head of Department verifies the exam questions to ensure that the questions to be tested meet the format and quality standards determined by the department. Verification is done by ensuring all exam questions have been planned in the SAP and have been taught by the Lecturer.
3. Then submitted to the academic affairs department to be duplicated according to the number of exam participants in the course.

### **SPECIAL CONDITIONS**

None

### **RELATED ARCHIVE ATTACHMENTS**

1. Midterm/Final Semester Exam Schedule
2. Dean's Decree concerning Midterm Exam Invigilators
3. Dean's Decree concerning Final Exam Invigilators
4. Standard Exam Question Format and exam script
5. Exam Preparation Meeting Invitation Letter
6. Exam Announcement Letter
7. Exam Invigilator Attendance List
8. Student Exam Attendance Sheet
9. Minutes of Exam Implementation
10. Exam Rules