


<b>UNIVERSITAS NEGERI PADANG</b>	<b>PROCEDURE MIDTERM AND FINAL SEMESTER EXAMINATIONS</b>			
	Document <b>EXAMSOP.01.006.0 0</b>	Number Revision Number 00	Pages 1 of 8	<b>QUALITY PROCEDURE</b>
	Date Issue 01-10-2018	Determined by the Rector of UNP		
<b>SOP</b>	<b>EDUCATION</b>	<b>Prof. Ganefri, Ph. D</b> NIP: 19631217 198903 1 003		

### 1. Purpose

This procedure aims to determine that the implementation of midterm and end-of-semester exams can be carried out in accordance with predetermined requirements.

### 2. Scope

- 2.1. Type test
- 2.2. Determination exam schedule
- 2.3. Formation of the committee and the invigilator
- 2.4. Cloning script exam
- 2.5. Minutes of the execution of the test, the order of exam
- 2.6. requirement follows the semester exam
- 2.7. ATK (materials and equipment exam)
- 2.8. Document exam
- 2.9. Submission of value

### 3. Reference

- 3.1. Permenristekdikti No. 44 in 2015 on Standards of Higher Education Indonesia
- 3.2. Permenristekdikti no.62 of 2016 concerning SPMI
- 3.3. Permenristekdikti no 55 of 2017 concerning Teacher Education Standards
- 3.4. SPMI UNP Quality Manual UNPUNP
- 3.5. Academic Regulations Academic
- 3.6. Calendar


### 4. Definition

- 4.1. Mid-Semester Examination (UTS) is an exam that is held after lectures run for half a semester (8 meetings).
- 4.2. Final Semester Examination (UAS) is an exam that is held at the end of the semester (after lectures are held 16 meetings), with all the substance of the lecture material for one semester.

### 5. Procedure

#### 5.1. Responsibilities

- 5.1.1. Responsibilities preparation Exam Schedule Middle and end of the semester is the head of department who assisted the Secretary of the Department based on data from the lectures given by the chairpersons of the study program through the coordination of Vice Dean I.

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5.1.2. The responsibility of ensuring the implementation of the middle and end of term exams in accordance with the schedule are at The Head of the Department under the coordination of the Deputy Dean I. is responsible as the coordinator for the implementation of the entire faculty.

5.1.3. The Vice Dean I, as the faculty academic person in charge, is obliged to facilitate, monitor, and remind the schedule for implementing the midterm and final semester exams in all majors in each faculty.

5.1.4. The Head of the Department forms an examination committee in the department and is assigned a SK by the Dean

5.1.5. Responsible for implementing midterm and end-of-semester examinations for faculty courses by the Deputy Dean-1 of each Faculty

5.1.6. Responsibility for implementing mid-semester and end-semester exams for University courses (MKU, MKDK, MKK) is at the Head of Learning Development LP3M.

## 5.2. The types of exams

5.2.1. UTS and UAS can be carried out according to the needs of the course.

5.2.2. Every semester, the department organizes UTS and UAS for each course.

## 5.3. The Exam schedules

5.3.1. UTS and UAS held based on the UNP academic calendar.


5.3.2. UTS and UAS are carried out according to the schedule set by the department.

5.3.3. Final Scheduling involving departments, faculties, and universities is carried out in a coordinated manner by related units.

## 5.4. Preparation of Examination Script

5.4.1. Exam Lecturers who teach the subject make exam questions based on competence.

5.4.2. The lecturer who administers the course submits the exam questions to the exam committee.

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### 5.5. Determination of Examination Procedures

5.5.1. Students are allowed to take exams for a course with the following conditions:

5.5.1.1. The section number and name of the course are listed on the student's study plan card (KRS) in the current semester.

5.5.1.2. Not being subject to sanctions in the form of a written prohibition from participating in academic activities when the exam is taking place.

5.5.1.3. Wearing a white shirt and dark pants / skirt and wearing shoes

5.5.1.4. Fulfills all the requirements to take the test.

5.5.2. During the exam students are required to:

5.5.2.1. comply with all applicable rules and regulations;

5.5.2.2. obey the technical instructions regarding the administration of examinations given by the supervisor;

5.5.2.3. submit the answer sheet to the supervisor on duty before leaving the exam.

5.5.3. During the exam students are not allowed to:

5.5.3.1. cooperate with other students in completing the exam;

5.5.3.2. cheating or giving exam answers to other students;

5.5.3.3. use notes, books, or other sources of information during the exam, unless this is permitted by the examining lecturer;

5.5.3.4. behave that disturbs the orderly administration of examinations;


5.5.3.5. communicate through any means of communication.

### 5.6. Determination of examination supervisors The supervisor

5.6.1. of the departmental course examinations is the supervisor appointed by the Head of the department through the Dean's Decree.

5.6.2. Supervisors appointed by the Deputy Dean-1 through the Dean's Decree  
The

5.6.3. supervisor of the University course exams is the supervisor appointed by the Head of the Center for Learning Development through the Decree of the Vice-Chancellor-1

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### 5.7. Requirements for Taking Semester Exams

- 5.7.1. Students are entitled to take semester exams with minimal attendance. 13 meetings from lectures for one semester.
- 5.7.2. Students who have attended lectures for at least 13 meetings but did not take the UAS according to schedule due to obstacles with logical and acceptable reasons, are given the opportunity to take the exam on a special schedule with the permission of the head of study program / head of department / dean
- 5.7.3. special for students assigned by Chancellor / Dean / Head of department / Head of Study Program who carries interests and universities, faculties, departments, study programs, can take the follow-up semester exams if the minimum attendance of one semester is 70%. If the attendance is less than 70%, then the Chancellor, Dean, Head of department, Head of Study Program assigns to lecturers of courses to provide tutorials so that these students can take special exams.

### 5.8. Examination documents for the


Department / study program, and course lecturers must document the examination manuscripts.

### 5.9. Surrender value

- 5.9.1. courses Lecturer pengampu meng-*entry*, student grades *online* as well as *print out his* submitted to the secretariat of the department.
- 5.9.2. Departments must document student semester scores well.

## 6. Attachment

- 6.1. Exam Schedule
- 6.2. Rules of ConductExam
- 6.3. Semester Exam Participants Attendance List

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**Format List Final Exam Schedule**

**JADWAL UJIAN AKHIR SEMESTER  
SEMESTER \_\_\_\_\_**

Hari/Tgl	Pukul	Ruang	Ruang	Ruang	Ruang	Ruang	Ruang	Ruang	Keterangan
Senin -----		Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	
		Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	
		Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	
Selasa -----		Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	Mata Kuliah Pengawas	

Padang, \_\_\_\_\_  
Ketua Jurusan


-----  
NIP. -----

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### ***Format Exam Rules of Conduct***

#### **DESIGNATION OF CONDUCT EXAM**

1. Students are allowed to take a course exam with the following conditions:
  - 1.1. The section number and name of the course are listed on the student's study plan card (KRS) for the current semester.
  - 1.2. Not being subject to sanctions in the form of a written prohibition from participating in academic activities when the exam is taking place.
  - 1.3. Wearing a white shirt and dark pants / skirt.
  - 1.4. Meet all the requirements to take the exam.
  
2. During the exam students are required to:
  - 2.1. Comply with all applicable rules and regulations.
  - 2.2. Obey the technical instructions regarding the administration of the exam given to him by the supervisor.
  - 2.3. Seek supervisor approval before leaving the seat.
  - 2.4. Submit the answer sheet to the supervisor on duty before leaving the exam.
  
3. During the exam students are not allowed:
  - 3.1. Cooperate with other students in completing exams.
  - 3.2. Cheating or giving exam answers to other students
  - 3.3. Use notes, books, or other sources of information during the exam, unless this is permitted by the examining lecturer.
  - 3.4. Behave in an orderly way of administering exams.
  - 3.5. Communicate in any form with other test takers without the permission of the examining lecturer.

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**Format of Attendance List for Semester Examination**

KOPLIST OF ATTENDANCE OF SEMESTER EXAM
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Course Name / Code / Section / Credit : .....

Program Study/Department : .....

Room : .....


Supervisor : .....

Subject Lecturer : .....

NO.	BP / NIM	NAME OF STUDENT	INFORMATION	SIGNATURE	
1				1	2
2					
3				3	4
4					
5				5	6
6					
7				7	8
8					
9				9	10
10					
11				11	12
12					
13				13	14
14					
15				15	16
16					
17				17	18
18					
19				19	20
20					

Padang, .....  
Supervisor

(.....)

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Complete Exam Attendance with a location plan  
(floor plan adapted to room conditions)

<b>Meja Dosen</b>					
No	No	No	No	No	No
No	No	No	No	No	No
No	No	No	No	No	No
No	No	No	No	No	No
No	No	No	No	No	No
No	No	No	No	No	No