1. **Purpose**

   This procedure aims to ensure the implementation of the assessment of learning outcomes according to predetermined requirements.

2. **Scope**

   2. 1 of the assessment standards

   2. 1 Final

   2. 1 score for incomplete(BL)

   2. 1 gradesSubmission of scores

   2. 1 Report on student study results

3. **Reference to**

   3.1 Permenristekdikti no 44 of 2015 concerning Indonesian Higher Education Standards

   3.2 Permenristekdikti no.62 of 2016 concerning SPMI

   3.3 Permenristekdikti no 55 of 2017 concerning Standards Teacher Education

   3.4 Quality Manual of SPMI UNP UNP

   3.5 Academic Regulations

4. **Definition**

   The learning outcome assessment procedure is a series of activities and requirements in the implementation of learning outcomes assessment.

5. **Procedure**

   5.1. **Responsibility**

      5.1.1. The implementation of assessment of learning outcomes is the Chairperson of the Study Program / Department.

      5.1.2. The person in charge for the assessment of learning outcomes at the Faculty is the Deputy Dean I (Academic Affairs).

      5.1.3. The person in charge of assigning course grades is the lecturer in charge of the relevant subject according to the Dean's Decree at the Faculty and SK WR-1 at the University.

      5.1.4. The person in charge of the course has the right to access the online UNP assessment portal.

5.2. **General**

    5.2.1. Assessment Standards

    5.2.2. Final scores for courses

    5.2.3. Incomplete scores (BL)

    5.2.4. Submission

    5.2.5. of Student Study Results Reports

    5.2.6. Score Improvement

5.3. **AssessmentStandards**

    5.3.1. Assessment Can use Benchmarks and / or Normal Reference.

    5.3.2. Benchmarking Assessment (PAP) is used when the learning process demands accurate and mature mastery to achieve certain competencies.

    5.3.3. Normal reference assessment (PAN) is used if it aims to compare student learning outcomes.

5.4. **Final Value of Courses The**

    5.4.1. The values of the courses that are processed are those that are officially registered in the Study Plan Card (KRS).

    5.4.2. The final grade of a course is a combination of the Assignment Value, Mid-Semester Examination (UTS), Final Semester Examination (UAS) and Other Values.

    5.4.3. The weighting / percentage value is determined by the lecturer who teaches the course.

    5.4.4. The complete value of a course is expressed by the Quality Score (NM), namely A, B, C, D, and E which in the Quality Score (AM) are 4,3,2,1, and 0 respectively, the

    5.4.5. the range of numerical values used is from 0 (zero) to 100 (one hundred).

    5.4.6. The relationship between Score Value, Quality Value, Quality Score, and Quality Designation (SM) is as follows:

Value Score	Quality	Score	Quality Score
Assignment81 to 100	A	4.0	With Praise
80 to 84	A-	3.6	Very Good
75 to 79	B +	3,3 Very	Good
70 to 74	B	3.0	Good
65 to 69	B-	2,6	Fairly Good
60 to 64	C +	2,3	More Than Enough
55 to 59	C	2.0	Enough
50 to 54	C-	1,6	Insufficient
40 to 49	D	1.0	Less
≤ 39	E	0.0	Failure
-	T	-	Delayed

5.5. **Incomplete Value (BL).**

5.5.1. Students who have not been able to complete all the requirements imposed by the lecturers are given a BL score.

5.5.2. BL values are processed in an online system.

5.5.3. Students who get a BL score must complete all the requirements of the relevant course within one month from the time the BL score is announced (according to the schedule entry BL).

5.5.4. The change in BL value must be filled in by the lecturer using an online system.

5.5.5. The BL score automatically becomes E (fail) if the student does not complete the assignment requirements within the predetermined time.

5.5.6. In determining the Performance Index (IP), the BL value is not taken into account.

5.5.7. The BL value is not counted in determining the study load of the following semester.

5.6. **Submission of Values**

5.6.1. Lecturer Fills in student scores through the UNP Academic Portal according to the schedule determined by UNP.

5.6.2. Lecturers score the scores contained in the UNP Academic Portal to be submitted to the Department / Prodi and as an archive for the lecturer concerned.

5.6.3. Departments / study programs must archive these scores as an assessment document

5.7. **Student Study Results**

5.7.1. Students can access their Study Results Report (LHS) through the UNP Academic Portal according to the schedule set by UNP.

5.8. **Improvement in Score**

5.8.1. Improvement of course scores is prioritized for courses that get a D grade.

5.8.2. Every student who improves grades is required to repeat and participate in lectures and practicum activities as well as other academic assignments for these courses in full, and must be listed in the Study Plan Card (KRS).

5.8.3. The amount of improvement recognized is the last.

5.8.4. Students who complete their studies are delayed due to a GPA of less than 2, then they can improve their grades by reprogramming several courses in the Study Plan Card in the current semester.

6. Appendix

6.1. Assessment Format on UNP Academic Portal.

6.2. Format of Student Study Report Results.

Format of Assessment in the Academic Portal of UNP

STATE UNIVERSITY OF PADANG
FACULTY …………………………… ..

LIST OF SCORES OF STUDENTS
SEMESTER IN JUNE 2017

Class:
Course:
Course:
Lecturer:

No	Student			Assessment Details				Final Value	
	No. BP	Name	Program	UTS	UAS	TASKS	OTHER	NUMBERS	LETTERS

Padang, ...

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STATE UNIVERSITY OF PADANG	PROCEDURE STUDY RESULTS ASSESSMENT			
	Document Number **SOP.01.016.00**	Revision Number 00	Pages 6 of 6	PROCEDURE QUALITY
	Issue Date 10-01-2018	Determined by the Chancellor of UNP		
SOP	**EDUCATION**	**Prof. Ganefri, Ph. D** NIP: 19631217 198903 1 003		

Student Study Result Report Format

PUSKOM PUSKOM UNP
FORMAT STUDENT

RESULTS REPORTSTUDY RESULTS REPORTS
Semester; ……………… .. - ………… .20…

Study Program: ………………… ……… ..
Name / NIM: ……………………………… …
Year of Entry: …………………….. ………… ..
PA Lecturer: ……………………… .. ……… ..
Entry Status: ………………… ………….

No. Sort	Section	Code.MT Code. Lecture	Course	Credit	Value	Note
1. 2. 3. 4. 5. 6.						

Jumlah … ..SKS
IP. Semester… .. SKS
SKS that have been saved …… SKS
Maximum Load. …. SKS

Padang, ..… /…. / 20
Head of Division. Education and Cooperation Registration Office

………………………. ..
NIP. ………………………