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### 1. Objective

This SOP determines the procedures for implementing the Mid-Semester Examination (UTS) and Final Semester Examination (UAS) at FEB Unesa.

### 2. Scope

The scope of this SOP includes time, administration flow for MIDTERM EXAMINATION and FINAL EXAMINATION questions, implementation, submission and evaluation of UTS and UAS at FEB Unesa.

### 3. Reference

- a. Permedikbud No. 3 of 2020 concerning SN-DIKTI
- b. Unesa Undergraduate Program Quality Standards-2021
- c. Unesa Masters Program Quality Standards-2019
- d. UNESA Academic Handbook

### 4. Definitions and Terms

- a. The Mid-Semester Examination (UTS) is an examination held by the Study Program at the eighth week of lectures or according to University policy.
- b. The Final Semester Examination (UAS) is an examination held by the Study Program at its sixteenth meeting which is held after the quiet week (quiet week) or in accordance with University policy.
- c. The MIDTERM EXAMINATION supervisor is the lecturer who teaches the course

- d. The FINAL EXAMINATION Supervisor is a lecturer who teaches courses, except for Compulsory University Courses (MKWU). The MKWU supervisor is a lecturer who is proposed by the Study Program Coordinator to the Faculty and then a Letter of Assignment (ST) is issued as a substitute lecturer for the MKWU supervisor.
- e. The MIDTERM EXAMINATION and FINAL EXAMINATION committees are Dean, Deputy 1, Coordinating Study Program, QUALITY ASSURANCE GROUP, UPM, Lecturers and Tendik are proposed by the Deputy Dean for Field 1 who is responsible for overseeing the implementation of UTS and UAS.

## **5. Person responsible**

- a. The Dean is responsible for protecting and validating STs related to the UTS and UAS committees
- b. Deputy Dean 1 is responsible in the implementation of MIDTERM EXAMINATION and FINAL EXAMINATION as well as guarantee the smooth implementation of UTS and UAS
- c. The Deputy Dean for Finance and Resources is responsible for ensuring the availability of MIDTERM EXAMINATION and UAS facilities and infrastructure.
- d. The Study Program Coordinator is responsible for monitoring the implementation of the MIDTERM EXAMINATION and FINAL EXAMINATION in each study program including preparing the schedule.
- e. The Laboratory Coordinator is responsible for laboratory readiness according to the MK related to laboratory use during the implementation of UTS and UAS.
- f. QUALITY ASSURANCE GROUP is responsible for monitoring and evaluating the implementation of the MIDTERM EXAMINATION and FINAL EXAMINATION, the results of which will be reported to the Deputy Dean 1 and forwarded to the head of the study program.
- g. UPM is responsible for collecting, validating, approving MIDTERM EXAMINATION and FINAL EXAMINATION questions at SIAKADU, preparing exam file receipts as well as monitoring and evaluating the implementation of UTS and UAS.
- h. The course lecturer is responsible for compiling the MIDTERM EXAMINATION and FINAL EXAMINATION question papers, and then coordinating with the Head of

Expertise and then uploading the questions that have been validated by UPM at SIAKADU and being the exam supervisor.

- i. The Head of Expertise is responsible for validating the substance of the MIDTERM EXAMINATION and FINAL EXAMINATION questions on the exam script validation sheet.
- j. The MIDTERM EXAMINATION and FINAL EXAMINATION committee is responsible for preparing all documents, facilities and infrastructure related to the implementation of UTS and UAS

## 6. General requirements

- a. All committees are responsible for working together for the smooth implementation of UTS and UAS.
- b. All MIDTERM EXAMINATION and FINAL EXAMINATION committees are required to maintain the confidentiality of exam questions.

## 7. Sequence of Procedures

### Procedures for implementing MIDTERM EXAMINATION and UAS

#### a. Before the Exam (MIDTERM EXAMINATION and FINAL EXAMINATION)

- 1) Korprodi prepares the MIDTERM EXAMINATION and FINAL EXAMINATION schedule 2 weeks before implementation then proposes STUTS and UAS Committee to Deputy Dean 1.
- 2) The lecturer who teaches the course prepares the exam question script (MIDTERM EXAMINATION or FINAL EXAMINATION) and coordinates with the head of the field of expertise related to validating the UTS or UAS questions.
- 3) Exam question papers (MIDTERM EXAMINATION and FINAL EXAMINATION) along with validation sheets are submitted in hardfile or softfile form to UPM to get a "validated" stamp a maximum of two weeks before the exam week.
- 4) *Hardfile* Exam questions stamped "Validated" are submitted to the study program's TU to be duplicated a week before the UTS and UAS exams are held.
- 5) *Softfile* Exam questions stamped "Validated" are submitted to the lecturer in charge of the course.

- 6) Course lecturers upload "validated" MIDTERM EXAMINATION and UAS questions on SIAKADU.
- 7) UPM validates the MIDTERM EXAMINATION and FINAL EXAMINATION questions that have been uploaded by course lecturers at SIAKADU.
- 8) TU Study Program prepares a list of courses tested along with the number of students and submits the questions to the faculty committee for duplication. Provisions for duplicating exam questions (MIDTERM EXAMINATION and UAS) for a number of students in each class.
- 9) The faculty committee duplicates exam questions, minutes and monitoring sheets for each course.
- 10) To ensure the confidentiality of the questions, duplication of questions must be done using a duplicating machine provided by the Unesa Faculty of Economics and Business.
- 11) UPM archives original exam questions (MIDTERM EXAMINATION and FINAL EXAMINATION) along with validation sheets in hard files or soft files.
- 12) TU Study Program completes the exam file in a closed envelope containing: MIDTERM EXAMINATION or FINAL EXAMINATION questions, exam answer sheet, attendance list (2 copies for UPM and the lecturer), minutes (1 copy for UPM), and monitoring sheet (1 copy for UPM ) implementation of MIDTERM EXAMINATION or FINAL EXAMINATION. On the front of the envelope, information on the name of the course, name of the study program, name of the class or year, day and date of the exam, allocation of time, space and name of the supervising lecturer is written on the front of the envelope.

**b. During Exams (MIDTERM EXAMINATION and FINAL EXAMINATION)**

- 1) TU Study Programs accompanied by UPM are responsible for distributing exam documents (question papers and exam answer sheets) to supervising lecturers.
- 2) The MK lecturer is obliged to take the exam documents (question papers and exam answer sheets) by signing a receipt for the exam files during the exam.
- 3) The MK lecturer is obliged to supervise the exam on the same day and time according to the established schedule. If you are unable to attend, you can coordinate with your respective partner lecturers.

- 4) When carrying out an offline exam, the supervising lecturer is obliged to read the exam rules, distribute questions and answer sheets, fill in the minutes and monitor the exam implementation, and ask students to sign the exam attendance list.
- 5) When carrying out online exams, supervisory lecturers are obliged to fill in and upload exam minutes and monitor exam implementation online through the mechanism established by QUALITY ASSURANCE GROUP.
- 6) The supervisory lecturer is obliged to ensure that the exam is carried out honestly and responsibly.

**c. After the exam (MIDTERM EXAMINATION and FINAL EXAMINATION)**

- 1) In offline exams, after the exam is finished, the supervising lecturer is obliged to withdraw all exam questions, exam answer sheets, attendance lists that have been signed by students, minutes and monitoring of exam implementation that have been completely filled in to the UPM study program and sign proof of submission of exam results files.
- 2) In online exams, after the exam is finished, the supervising lecturer is obliged to provide a report on the implementation of the exam to UPM for the study program related to the MK being taught by informing them that they have uploaded the exam minutes and monitored the exam implementation online. UPM cross-checks the minutes and monitoring of exam implementation documents that have been uploaded by lecturers.
- 3) The MK lecturer hands over exam answer sheets (MIDTERM EXAMINATION and FINAL EXAMINATION) to students accompanied by minutes of the submission of exam results.

**8. Related Documents/Archive**

- a. ST Dean regarding MIDTERM EXAMINATION and FINAL EXAMINATION Committees
- b. ST supervisor MKWU (optional)
- c. MIDTERM EXAMINATION and FINAL EXAMINATION schedule
- d. Rules for implementing MIDTERM EXAMINATION and FINAL EXAMINATION

- e. Questions and validation evidence for MIDTERM EXAMINATION and FINAL EXAMINATION questions from the Head of Expertise.
- f. Proof of taking the question papers and answer sheets by the MIDTERM EXAMINATION and FINAL EXAMINATION supervisors
- g. Proof of submission of question papers and answer sheets by the MIDTERM EXAMINATION and FINAL EXAMINATION supervisor
- h. MIDTERM EXAMINATION and FINAL EXAMINATION minutes
- i. Monitoring the implementation of MIDTERM EXAMINATION and FINAL EXAMINATION List of MIDTERM EXAMINATION and FINAL EXAMINATION Attendance
- j. Minutes of the submission of MIDTERM EXAMINATION and FINAL EXAMINATION results