



STANDARD OPERATIONAL PROCEDURES

SCORING SYSTEM

10/GPM/FEB/2023





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FACULTY OF ECONOMICS AND BUSINESS
SURABAYA STATE UNIVERSITY

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**No. SOP: 10/GPM/FEB/2023
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**QUALITY ASSURANCE GROUP
FACULTY OF ECONOMICS AND BUSINESS
SURABAYA STATE UNIVERSITY**

2023

1. Objective

This SOP is a guideline in providing student learning outcomes.

2. Scope

The scope of this SOP includes 4 (four) assessment components, namely class participation (P), Assignments (T), Mid-Semester Examination (UTS) and Final Semester Examination (UAS).

3. Reference

- a. Minister of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards
- b. Chancellor's Decree regarding SPMI Unesa
- c. Unesa Undergraduate Program Quality Standards in 2021
- d. Unesa Masters Program Quality Standards 2019
- e. Unesa Doctoral Program Quality Standards 2019
- f. Academic Guidelines

4. Person responsible

- a. Deputy Dean 1 is responsible for monitoring and evaluating the delivery of student learning outcomes throughout the FEB Unesa study program.
- b. The Study Program Coordinator is responsible for monitoring and evaluating the provision of student learning outcomes at the Study Program level and ensuring that lecturers in charge of courses have provided assessments of student learning outcomes and uploaded grades in Siakadu according to the schedule determined by the university.
- c. Lecturers who teach courses are responsible for providing assessments of student learning outcomes which include student participation scores, assignments, UTS and UAS. As well as uploading student grades in Siakadu according to the schedule determined by the university.

5. Definitions and Terms

- a. The Assessment System is an effort to obtain various information periodically, continuously and comprehensively about the processes and results of growth and development that have been achieved by students through learning activity programs.
- b. SIAKADU is an Academic Information System

6. General requirements

- a. References for assessment and student learning outcomes include: assessment principles, assessment techniques and instruments, assessment mechanisms and procedures, assessment implementation, assessment reporting and student graduation.
- b. Learning assessment standards are minimum criteria regarding student learning processes and outcomes in order to fulfill graduate learning outcomes.
- c. Lecturers upload grades in Siakadu in the form of raw scores, including the Participation component (P), average Assignment (T), UTS and UAS on a scale of 0-100.

d. The final value (NA) is calculated using the following formula

$$NA = \frac{2 \times P + (3 \times T) + (2 \times UTS) + (3 \times UAS)}{10}$$

e. Convert the 0-100 scale values to 0-4 and the letters are arranged as follows:

Letter	Number	Intervals
A	4	85 < A < 100
A-	3.75	80 < A- < 85
B+	3.5	75 < B+ < 80
B	3	70 < B < 75
B-	2.75	65 < B- < 70
C+	2.5	60 < C+ < 65
C	2	55 < C < 60
D	1	40 < D < 55
E	0	0 < E < 40

f. Components of the Class Participation Assessment include:

- 1. student presence when carrying out face-to-face, structured and practicum activities, with a maximum score of 60;

2. frequency and quality of student questions;
3. frequency and quality of student opinions/arguments;
4. frequency of consultations outside lecture hours (enrichment);
5. student reasoning creativity.

(total score no. 2, 3, 4, 5 = 40 (forty))

(Participation score is the sum of scores 1, 2, 3, 4, 5, maximum 100 (one hundred)).

g. Components of the Class Participation Assessment include:

1. The weight of assignments is adjusted to the weight of course credits.
2. Task scheduling is included in the Semester Learning Plan (RPS).
3. The results of the assignment after being given grades and feedback are returned to the student

h. Midterm Exam (UTS):

1. UTS is held as scheduled at the 8th (eighth) meeting.
2. UTS is scheduled in the RPS and is known to students from the start of lectures.
3. UTS results that have been assessed and given feedback are returned to students

i. Final Semester Examination (UAS)

1. UAS is carried out on a scheduled basis at the end of the semester and is regulated by the Faculty which is carried out on a special schedule and coordinated by Deputy Dean 1.
2. Written UAS results that have been assessed and given feedback are returned to students.
3. UAS can be held if lectures have taken place at least 15 (fifteen) times, including UTS.
4. Students are allowed to take the UAS if they attend at least 12 (twelve) face-to-face meetings and UTS. If a student's attendance is less than 13 (thirteen) times including UTS, then the student's name is blocked on the attendance list for UAS participants in Siakadu.
5. Students who receive institutional assignments may be subject to special assessments. This assessment must be academically accountable referring to the four assessment components and obtain approval from the study program coordinator

j. Achievement Learning outcomes are realized in the form of an Achievement Index (IP).

- k. There are two types of IP for student learning results, namely IP for each semester (IPS) and cumulative IP (IPK).
- l. IPS is a GPA that is calculated from the learning outcomes achieved by students during one semester.
- m. GPA is a GPA that is calculated from the learning results of all courses programmed in the semester that has been completed.
- n. Determination of IPS and GPA is based on all programmed course grades (compulsory and optional), including courses that receive a grade of 0 (zero) or E.
- o. IP is assigned by the formula:

$$IP = \frac{\sum KN}{\sum K}$$

KN = SKS weight x score
K = SKS weight
- p. GPA is calculated up to two decimal places
- q. Students are allowed to reprogram courses to improve grades. Programming provisions are in accordance with the Academic Guidebook for each class
- r. Students who are declared to have passed are given a grade transcript written in numbers and letters.

7. Sequence of Procedures

- a. The lecture process is carried out on a scheduled basis according to the academic calendar
- b. Total face to face 16 online/offline meetings, consisting of:
 - 1) 14 online/offline lectures
 - 2) 1 time online/offline UTS
 - 3) 1 time online/offline UAS
- c. During the lecture process, lecturers make observations to provide assessments related to participation components: student attendance; frequency and quality of asking; frequency of opinions/arguments; frequency of consultations; and creativity of reasoning
- d. Lecturers are required to provide assignments related to the courses taught
- e. The results of the assignment after being graded on a scale of 0-100 and feedback are returned to the student (evidenced by the minutes of receipt of the assignment assessment results file).

- f. The Mid-Semester Examination (UTS) was held at the 8th meeting.
- g. UTS results that have been assessed on a scale of 0-100 and given feedback are returned to the student (evidenced by the minutes of receipt of the UTS assessment results file).
- h. The Final Semester Examination (UAS) was held at the 16th meeting.
- i. UAS results that have been assessed on a scale of 0-100 and given feedback are returned to the student (evidenced by the minutes of receipt of the UAS assessment results file)
- j. If a student's attendance is less than 13x (including UTS), then the student cannot take the UAS so the student's UAS score is 0 (zero).
- k. The lecturer carries out an assessment including the participation component (P) in accordance with the participation assessment form provided, the average assignment score (T), the average UTS and UAS scores and then uploads them to SIAKADU in the form of a raw score on a scale of 0-100.

8. Procedure Flow Chart

No.	Sequence of Procedures	Lecturer	Student
1.	The lecture process is carried out on a scheduled basis according to the academic calendar		
2.	The total number of lectures was 14 meetings		
3.	During the lecture process, lecturers make observations to provide assessments related to participation components: student attendance; frequency and quality of asking; frequency of opinions/arguments; frequency of consultations; and creativity of reasoning	1, 2, and 3	
4.	Lecturers are required to provide assignments related to the courses taught	4	
5.	The results of the assignment after being graded on a scale of 0-100 and feedback are returned to the student (evidenced by the minutes of receipt of the assignment assessment results file).		5 and 6
6.	The Mid-Semester Examination (UTS) was held at the 8th meeting.		
7.	UTS results that have been assessed on a scale of 0-100 and given feedback are returned to the student (evidenced by the minutes of receipt of the UTS assessment results file).		7 and 8
8.	The Final Semester Examination (UAS) was held at the 16th meeting.		
9.	UAS results that have been assessed on a scale of 0-100 and given feedback are returned to the student (evidenced by the minutes of receipt of the UAS assessment results file)		9 and 10
10.	If a student's attendance is less than 13x (including UTS), then the student cannot take the UAS so the student's UAS score is 0 (zero).		
11.	The lecturer carries out an assessment including the participation component (P) in accordance with the participation assessment	11	

No.	Sequence of Procedures	Lecturer	Student
	form provided, the average assignment score (T), the average UTS and UAS scores and then uploads them to SIAKADU in the form of a raw score on a scale of 0-100.		

9. Related Documents/Archive

- a. Minutes of receipt of assignment results
- b. Minutes of receipt of UTS results
- c. Minutes of receipt of UAS results
- d. Validation Sheet, Questions, UTS Assessment Rubric
- e. Validation Sheets, Questions, UAS Assessment Rubrics
- f. UTS and UAS Minutes
- g. List of Participation Values