



IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF AGRIBUSINESS

STANDARD OPERATIONAL PROCEDURE
EXAMINATION QUESTION CALIBRATION

NO. POB/FEM/AGB/08 Rev. 01

| Item | Position/Unit | Date |
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1. Purpose

- 1.1. To provide guidance for assessing the appropriateness of examination questions in measuring the learning outcomes of each course offered by the Agribusiness Study Program, Agribusiness Department, Faculty of Economics and Management, IPB University.
- 1.2. To provide guidance for documenting calibrated examination questions in an orderly and secure manner within the Agribusiness Study Program's question bank.

2. Scope

This procedure covers the process of calibrating and documenting examination questions prepared by the teaching teams of each course offered by the Agribusiness Study Program, conducted by the Examination Question Calibration Team of the Agribusiness Department, Faculty of Economics and Management, IPB University.

3. Definitions

- 3.1. Examination Question Calibration is the process of assessing the appropriateness of examination questions based on their ability to measure course learning outcomes.
- 3.2. Examination is an assessment instrument used to evaluate student achievement during the learning process of a course, consisting of a set of written questions, including the Mid-Semester Examination (UTS) and the Final Semester Examination (UAS).
- 3.3. Mid-Semester Examination (UTS) is an examination conducted in the 8th meeting or after the 7th lecture session, with the schedule determined by the Directorate of Academic Administration.
- 3.4. Final Semester Examination (UAS) is an examination conducted in the 16th meeting or after 14 lecture sessions, with the schedule determined by the Directorate of Academic Administration.
- 3.5. Make-up Examination is an examination conducted outside the schedule determined by the Directorate of Academic Administration for students who are unable to take the UTS or UAS for valid reasons.
- 3.6. Remedial Examination is an examination administered to students who have completed the UAS and obtained a final course grade of E or D, subject to approval by the Course Coordinator.
- 3.7. Examination Question Calibration Team refers to the Quality Control Group Team of the Agribusiness Department, Faculty of Economics and Management, IPB University.

4. References

- 4.1. Indonesian National Qualifications Framework (KKNI).

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|---|---|-----------------------------|
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- 4.2. Government Regulation of the Republic of Indonesia No. 4 of 2014 on the Implementation of Higher Education and the Management of Higher Education Institutions.
- 4.3. Regulation of the Minister of Education, Culture, Research, and Technology No. 3 of 2020 on the National Standards for Higher Education (SN-Dikti).
- 4.4. IPB University Undergraduate Program Handbook 2020.

5. General Provisions

- 5.1. All courses offered by the Agribusiness Study Program that use examinations—whether Mid-Semester Examinations (UTS) or Final Semester Examinations (UAS)—as assessment instruments are required to conduct examination question calibration.
- 5.2. Calibration of examination questions for UTS, UAS, make-up examinations, and remedial examinations shall be conducted no later than three (3) weeks after the commencement of lectures.

6. Procedures

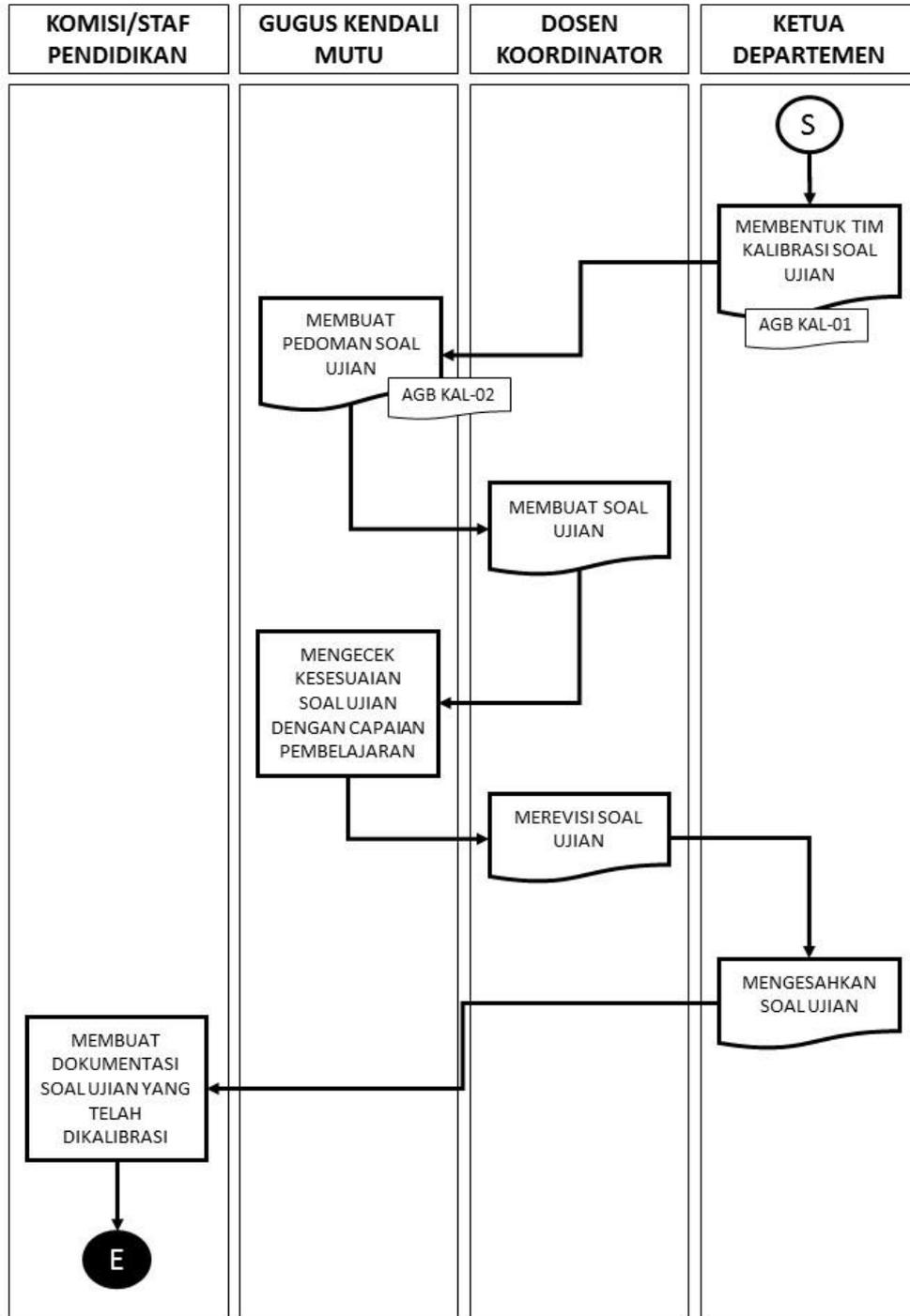
6.1. Detailed Procedures

- 6.1.1. The Head of Department establishes the Examination Question Calibration Team through a Departmental Assignment Letter [Appendix AGB KAL-01].
- 6.1.2. The Examination Question Calibration Team prepares the Examination Question Development Guidelines [Appendix AGB KAL-02] for UTS, UAS, make-up examinations, and remedial examinations.
- 6.1.3. Course Coordinators and course teaching teams prepare examination questions in accordance with the examination question development guidelines.
- 6.1.4. Course Coordinators and course teaching teams submit the prepared examination questions to the Examination Question Calibration Team during the first week of lectures.
- 6.1.5. The Examination Question Calibration Team reviews the appropriateness of the examination questions based on their ability to measure course learning outcomes no later than three (3) days after the questions are received.
- 6.1.6. Course Coordinators and course teaching teams revise the examination questions based on the results of the calibration review and resubmit the revised questions no later than three (3) weeks after the commencement of lectures.
- 6.1.7. The Head of the Agribusiness Department approves the examination questions that have been calibrated by the Examination Question Calibration Team.
- 6.1.8. Educational Staff document the approved examination questions in both soft copy and hard copy formats and store them in the Question Bank directory.

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- 6.1.9. Educational Staff prepare and reproduce the approved examination questions for use in the Mid-Semester Examination (UTS), Final Semester Examination (UAS), make-up examinations, and remedial examinations in accordance with the number of examinees.
- 6.1.10. Educational Staff provide access to Course Coordinators for the use of examination questions stored in the Question Bank.

6.2. Procedures Flowchart



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7. List of Key Documents

7.1. [Appendix AGB KAL-02] Examination Question Development Guidelines

8. Appendices

8.1. [Appendix AGB KAL-01] Department Assignment Letter