



IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF AGRIBUSINESS

STANDARD OPERATIONAL PROCEDURE
SEMESTER EXAMINATION

NO. POB/FEM/AGB/09 Rev. 01

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	IPB UNIVERSITY	Code : POB/FEM/AGB/09
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1. Purpose

To serve as a guideline for the implementation of the Mid-Semester Examination (UTS) and Final Semester Examination (UAS) at the Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.

2. Scope

The scope of this procedure includes preparation and administrative completeness, examination implementation procedures, post-examination activities, and explanations of matters related to the conduct of the Mid-Semester Examination (UTS) and Final Semester Examination (UAS).

3. Definitions

- 3.1. **Mid-Semester Examination (UTS)** is an examination conducted in the middle of the semester or after students have completed seven (7) lecture sessions.
- 3.2. Final Semester Examination (UAS) is an examination conducted at the end of the semester or after students have completed fourteen (14) lecture sessions.
- 3.3. Examination Documents consist of calibrated examination questions, answer sheets, examination attendance lists, and examination minutes; specifically for the UAS, the documents are supplemented with a Blacklist (Daftar Cekal).
- 3.4. Examination Supervisors consist of course lecturers and individuals appointed by the Education Committee of the Agribusiness Department. Examination supervisors who are not lecturers or teaching assistants must meet the following criteria: (1) at minimum, be enrolled as a master's degree student; (2) be willing and capable of performing supervisory duties in accordance with applicable regulations; and (3) be registered on the official list of examination supervisors.
- 3.5. Duty Lecturer (Exam Duty Officer) is a lecturer responsible for overseeing the implementation of examinations.
- 3.6. SIMAK refers to the Academic Management Information System managed by the Directorate of Academic Administration of IPB University.

4. References

- 4.1. IPB Undergraduate Program Handbook 2020
- 4.2. Standard Operating Procedure for the Implementation of Undergraduate Education Programs, IPB University (2015)

5. General Provisions

- 5.1. Students eligible to sit for examinations are those who possess and bring a valid Student Study Card (KSM).
- 5.2. Students must be officially registered as participants in the course as listed in the Examination Attendance List [Form AGB UJI-01].

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- 5.3. Students must meet the minimum lecture attendance requirement of at least 80% of fourteen (14) lecture sessions.
- 5.4. Students must not be listed in the Examination Blacklist [Form AGB UJI-02].
- 5.5. Examination regulations for students include punctual attendance and formal attire in accordance with IPB University dress code and ethics [Appendix AGB UJI-05].
- 5.6. Examinations conducted in accordance with the IPB academic schedule shall be recorded in the Examination Minutes [Form AGB UJI-03].
- 5.7. Examination schedules shall avoid requiring students to take more than two (2) examinations in a single day.

6. Procedures

6.1. Detailed Procedures

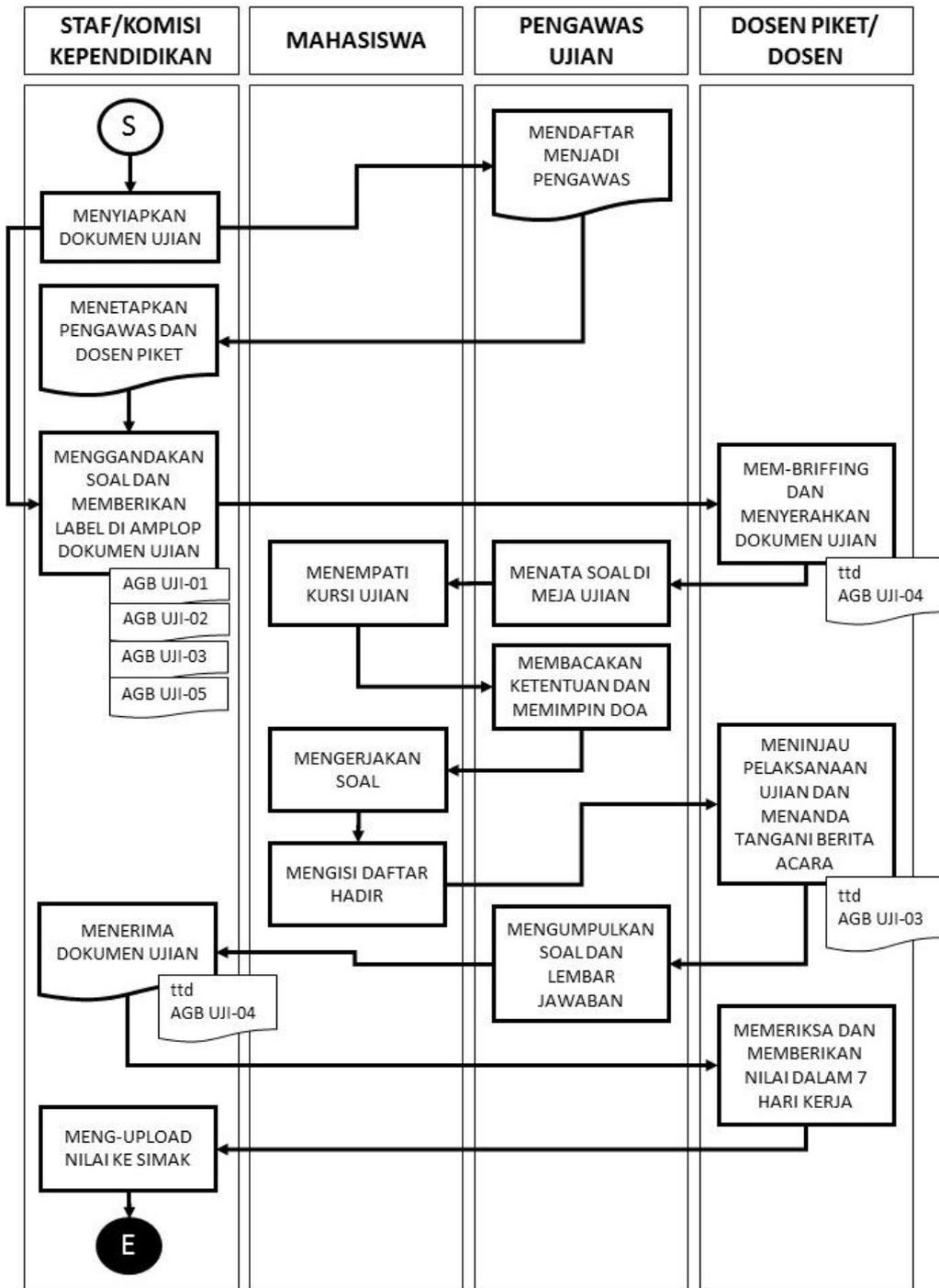
- 6.1.1. Educational Staff prepare examination documents, including calibrated examination questions, answer sheets, examination attendance lists, and examination minutes; for the UAS, the documents are additionally supplemented with the Examination Blacklist.
- 6.1.2. Students and alumni who wish to serve as examination supervisors register with the Secretariat of the Agribusiness Department.
- 6.1.3. The Education Committee appoints Examination Supervisors and Duty Lecturers.
- 6.1.4. Educational Staff reproduce calibrated examination questions and answer sheets in accordance with the number of students sitting for the examination.
- 6.1.5. Educational Staff place examination documents into sealed envelopes and label them with the examination time, room, course name, lecturer, supervisors, and number of question sets.
- 6.1.6. The Duty Lecturer briefs the Examination Supervisors and hands over the examination documents after signing the Examination Document Handover Minutes [Form AGB UJI-04].
- 6.1.7. Examination Supervisors open the sealed envelopes and arrange the examination question papers and answer sheets on the designated desks in the examination room.
- 6.1.8. Students enter the examination room and take seats where the examination papers and answer sheets are placed.
- 6.1.9. Examination Supervisors read aloud the examination instructions and regulations and lead a prayer to signify the commencement of the examination.
- 6.1.10. Examination Supervisors approach each student to obtain signatures on the Examination Attendance List.
- 6.1.11. Students complete the examination within the allocated time.

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- 6.1.12. Near the end of the examination period, the Duty Lecturer inspects the examination room, meets with the Examination Supervisors, and jointly signs the Examination Minutes.
- 6.1.13. Upon completion of the examination, students leave the examination papers and answer sheets on their desks.
- 6.1.14. Examination Supervisors collect the examination papers and answer sheets and return them to the envelope along with other examination documents.
- 6.1.15. Examination Supervisors submit the sealed envelope containing the examination documents to the Educational Staff at the Secretariat of the Agribusiness Department and sign the Examination Document Handover Minutes.
- 6.1.16. Educational Staff distribute the examination documents to the respective lecturers.
- 6.1.17. Lecturers assess the students' answer sheets and grade the examinations within seven (7) days.
- 6.1.18. Lecturers submit students' examination grades to the Educational Staff for entry into SIMAK.



6.2. Procedures Flowchart



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7. List of Key Documents

- 7.1. [Form AGB UJI-01] Examination Attendance List
- 7.2. [Form AGB UJI-02] Student Examination Blacklist
- 7.3. [Form AGB UJI-03] Examination Minutes
- 7.4. [Form AGB UJI-04] Examination Document Handover Minutes

8. Appendices

- 8.1. [Appendix AGB UJI-05] Examination Regulations and Dress Code at IPB University