



**IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF AGRIBUSINESS**

**STANDARD OPERATIONAL PROCEDURE
REMEDIAL EXAMINATION**

NO. POB/FEM/AGB/10 Rev. 01

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	IPB UNIVERSITY	Code : POB/FEM/AGB/10
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1. Purpose

To serve as a guideline for the timely implementation of **Remedial Examination** activities at the Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.

2. Scope

This Standard Operating Procedure covers the preparation of assessment instruments and the announcement of remedial examination results.

3. Definitions

- 3.1. Academic Evaluation Meeting is a meeting conducted to evaluate academic activities, including lecture and practicum learning activities, learning outcomes (grades), and other related academic matters.
- 3.2. Remedial Examination is an examination that may be administered by the course coordinator and conducted after the final course grades have been announced.
- 3.3. Examination Questions are sets of questions used to assess students' competence in mastering course materials.
- 3.4. Course Coordinator is the lecturer responsible for coordinating the implementation of a course, including determining and coordinating the teaching team, as well as preparing the syllabus and teaching materials.
- 3.5. Final Semester Examination (UAS) is an examination conducted at the end of the semester.
- 3.6. Mid-Semester Examination (UTS) is an examination conducted in the middle of the semester.
- 3.7. SIMAK refers to the Academic Information System.

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. Assessment provisions are determined by the Course Coordinator for each course based on the Course Contract agreed upon at the beginning of the semester.
- 5.2. The implementation of Remedial Examinations shall follow the schedule established by the Education Committee.
- 5.3. Students are eligible to take the Remedial Examination if their final course grade is D or E.
- 5.4. The final grade resulting from the Remedial Examination may be increased by a maximum of one (1) grade level from the previous letter grade.
- 5.5. The Remedial Examination shall be supervised by at least one (1) lecturer and assisted by Educational Staff.

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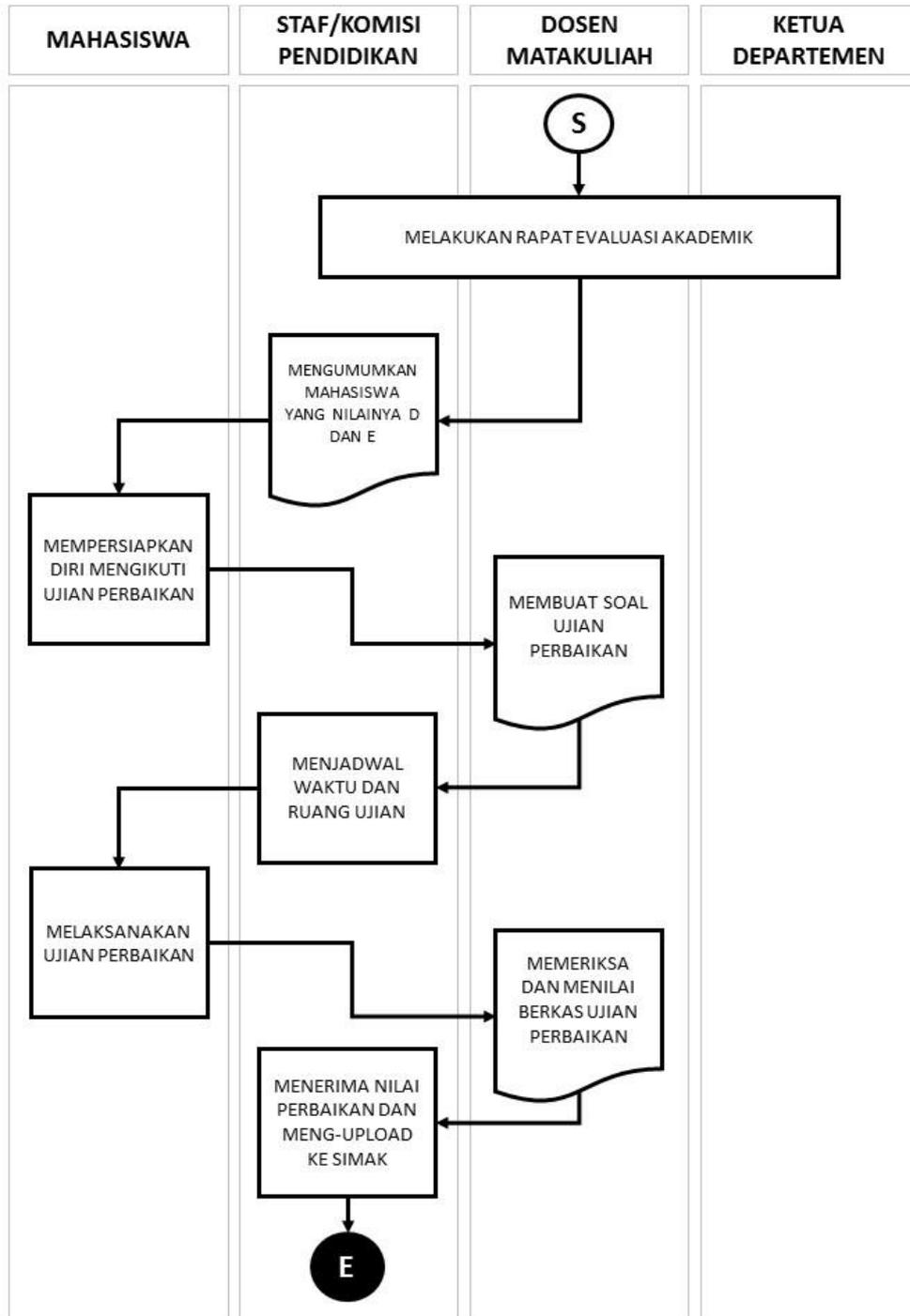
6. Procedures

6.1. Detailed Procedures

- 6.1.1. The Head of Department and the Education Committee conduct an Academic Evaluation Meeting by inviting Course Coordinators to discuss final grades and letter grades.
- 6.1.2. Based on the evaluation meeting, the list of students who receive grades D and E is submitted to the Educational Staff to be announced to the respective students.
- 6.1.3. Students prepare to take the Remedial Examination.
- 6.1.4. Course lecturers prepare remedial examination questions and submit them to the Educational Staff no later than three (3) days prior to the implementation of the Remedial Examination.
- 6.1.5. Educational Staff standardize the format of remedial examination questions, reproduce the questions according to the number of examinees, announce the Remedial Examination schedule to participants three (3) days prior to the examination, and prepare the Remedial Examination Minutes [Form AGB UPN-01] and Remedial Examination Attendance List [Form AGB UPN-02].
- 6.1.6. After the Remedial Examination is completed, the answer sheets are graded by the course lecturer and submitted to the Educational Staff no later than three (3) days after the examination for processing and uploading into SIMAK by the Department's Educational Staff.

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6.2. Procedures Flowchart



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7. List of Key Documents

- 7.1. [Form AGB UPN-01] Remedial Examination Minutes
- 7.2. [Form AGB UPN-02] Remedial Examination Attendance List

8. Appendices

- 8.1. **Course Grade List**
- 8.2. **Sample Remedial Examination Questions**