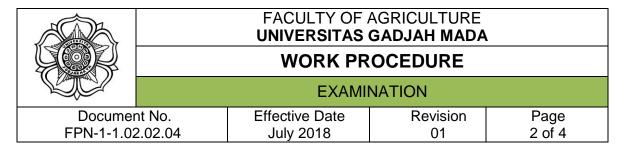
MANUAL PROCEDURE LECTURE EXAMINATION



FACULTY OF AGRICULTURE
UNIVERSITAS GADJAH MADA
YOGYAKARTA
2018



1. Objective:

The current procedure was composed as a guideline for the Academic Section, Lecturers, and exam invigilators to prepare for Mid Semester Examinations (*Ujian Tengah Semester* – UTS) and Final Semester Examinations (*Ujian Akhir Semester* – UAS).

2. Scope:

The procedure applies to the Academic Section, all Lecturers, and exam invigiltators at the Faculty of Agriculture, UGM.

3. General Description:

Examination is a limited method for measuring student's knowledge/ability and it is used as an evaluation tool to assess the extent that knowledge has been mastered and skills have been acquired after taking the lecture.



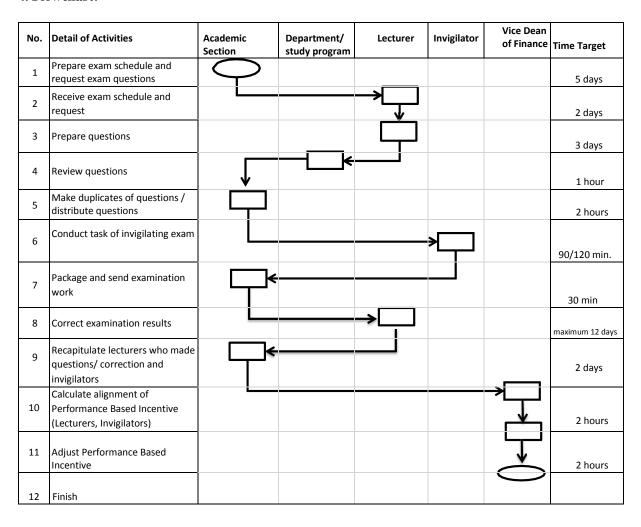
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WORK PROCEDURE

EXAMINATION

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4. Flowchart:





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WORK PROCEDURE

EXAMINATION

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5. Procedure:

- 5.1. Academic Section
 - 5.1.1. Prepare exam schedule and request exam questions
- 5.2. Lecturer
 - 5.2.1.Receive exam schedule and request for exam questions
 - 5.2.2. Prepare exam questions
- 5.3. Department/Study Program
 - 5.3.1. Review exam questions
- 5.4. Academic Section
 - 5.4.1. Make duplicates of questions
 - 5.4.2. Distribute questions to invigilators
- 5.5. Invigilators
 - 5.5.1. Conduct task of invigilating exam
- 5.6. Academic Section
 - 5.6.1. Package examination work
 - 5.6.2. Send examination work to Lecturer
- 5.7. Lecturer
 - 5.7.1. Correct examination work
- 5.8. Academic Section
 - 5.8.1. Recapitulate lecturers who made question and invigilators
- 5.9. Vice Dean of Financial Affairs
 - 5.9.1. Calculate alignment of Performance Based Incentives (lecturers who made questions, corrected questions, and invigilators)
 - 5.9.2 Adjust Performance Based Incentives

6. Relevant attachments:

- 6.1. Recapitulation of lecturers who made/corrected questions
- 6.2. Examination report
- 6.3. Examination list of attendees
- 6.4. Examination invigilator list of attendees