


**MANUAL PROCEDURE  
LECTURE EXAMINATION**



**FACULTY OF AGRICULTURE  
UNIVERSITAS GADJAH MADA  
YOGYAKARTA  
2018**

	<b>FACULTY OF AGRICULTURE UNIVERSITAS GADJAH MADA</b>		
	<b>WORK PROCEDURE</b>		
	<b>EXAMINATION</b>		
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**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 invigilators 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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4. Flowchart:

No.	Detail of Activities	Academic Section	Department/ study program	Lecturer	Invigilator	Vice Dean of Finance	Time Target
1	Prepare exam schedule and request exam questions						5 days
2	Receive exam schedule and request						2 days
3	Prepare questions						3 days
4	Review questions						1 hour
5	Make duplicates of questions / distribute questions						2 hours
6	Conduct task of invigilating exam						90/120 min.
7	Package and send examination work						30 min
8	Correct examination results						maximum 12 days
9	Recapitulate lecturers who made questions/ correction and invigilators						2 days
10	Calculate alignment of Performance Based Incentive (Lecturers, Invigilators)						2 hours
11	Adjust Performance Based Incentive						2 hours
12	Finish						

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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