



**School of Veterinary Medicine and
Biomedical Science
BOGOR AGRICULTURAL UNIVERSITY**

SOP OF BVS PROGRAM EXAM

NO. DOCUMENT : PSM-SVMBS-13


NO. COPY :

NO REVISION : 06

Bogor, 12 January 2022

Dean of Veterinary Medicine and
Biomedical Science

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| | EXAM IMPLEMENTATION | No. Revisi : 06 |

1. PURPOSE

- 1.1. Ensuring the mechanism for quality assurance of exam questions and their conformity with the RPS and RPD so as to produce good quality exam questions and can measure the learning outcomes formulated.
- 1.2. Ensure entry scores are on time for all courses in the current semester within a maximum period of 14 days after the end of semester exams are held.
- 1.3. Provide guidelines for departments and lecturers in making and maintaining the quality of exam questions.

2. GUIDELINES

This standard operating procedure includes the process of (1) Making exam questions; (2) Exam Form; (3) Implementation of the Exam; (4) Assessment and Announcement of exam results.

3. DEFINITIONS AND TERMS

- 3.1. Exam questions are files that are used to test the students on their learning outcomes in identifying, planning and implementing lecture/practical materials
- 3.2. Mid-Semester Exam (shorten as UTS) are exams program that are held in the middle of the current semester.
- 3.3. Final Semester Exam (shorten as UAS) are exams program that are held at the end of the semester after lectures and practicums have been completed.
- 3.4. Remedial Exam is a test for several course to improve student scores which is held after the UAS and before the final grade of the course is announced. The remedial exam is held according to the lecture contract and its optional.
- 3.5. Supplementary exams are exams given by the course coordinator to students who do not take the exam according to the schedule with valid reasons and submit a certificate of absence from the exam which is legalized by the Deputy Dean for Academic and Student Affairs.




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- 3.6. Practical exam are exams programs that are held by courses conducting the practicum.
- 3.7. The mid-UTS exam are exams that are held after 3-4 meetings before the implementation of the UTS and the implementation does not interfere with the class schedule of the course itself and other courses.
- 3.8. The mid-UAS exam are exams that are held after UTS at the 10-11 meeting and before UAS, and the implementation does not interfere with the class schedule of the course itself and other courses.
- 3.9. Calibrating exam questions is an activity to verify the suitability of the questions with learning outcomes and lecture materials listed in the RPS and RPD that have been designed by the course teaching team.
- 3.10. RPS or known as semester learning plan that contains a brief description of the course, the learning outcomes of the course, the Semester Learning Plan matrix, the percentage of assessment and the expected final ability.
- 3.11. The Quality Control Group (GKM) is a team of lecturers appointed by the Dean that are functioned as the supervisors/controllers for the quality of the education.
- 3.12. Quality letters are used as the value symbols of each course in the transcript which is the cumulative result of the components of structured assignments, practicum (for courses with practicum), UTS, UAS and other exams.
- 3.13. Transcripts are documents that contain semesters grades obtained by students for each course taken in a certain semester.
- 3.14. KSM is a student study card.
- 3.15. DAPPMB is the Directorate of Education Administration and New Student Admission

4. REFERENCE

- 4.1. IPB Quality Assurance System (SK Rector of IPB No.169/K13/2004).
- 4.2. IPB Rector Regulation No. 006/13/OT/2008 concerning the Quality Assurance System of IPB 2008 – 2012.
- 4.3. IPB Undergraduate Education Program Guidebook 2019 Edition.
- 4.4. POB IPB No. 10 regarding the Implementation of Exams and Course Assessment.

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5. GENERAL REQUIRMENTS

5.1. Exam questions


- 5.1.1. The exam question files (UTS, UAS,) after being calibrated are returned to the coordinator to be augmented.
- 5.1.2. Types of exam questions are used to measure student learning achievement are in accordance with the design of evaluation tools (assessment tools) and to considerate the level of learning achievement listed in the RPS of the relevant subject.
- 5.1.3. If there is an error in the exam script, the lecturer can confirm the error before the exam starts or when the exam will take place.

5.2. Forms of exam

- 5.2.1. Exams are formed written
- 5.2.2. The form of questions for the written exam can be in the form of multiple choice, true/false statements, or description questions.
- 5.2.3. Practical exams can be in the form of written exams, oral exams or practical exams.

5.3. Exam Operation

- 5.3.1. The current semester exam schedule can be accessed online on the online KRS system one week before the exam.
- 5.3.2. The exam are carried out according to the schedule issued by the DAPPMB.
- 5.3.3. The exam procedure of each subject is a maximum of 4 times (Mid UTS, UTS, Mid UAS and UAS). Mid UTS and mid UAS exams are scheduled by the course coordinator without disturbing the lecture schedule.
- 5.3.4. Students who are eligible to take the mid-semester exam (UTS) have completed the current semester single tuition fee.

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- 5.3.5. Students are allowed to take the final semester exam if they attend lectures at least 11 times out of 14 meetings
- 5.3.6. Students who does not attend face-to-face lectures more than 3 (three) times are not allowed to take the final semester exam, even though they have a permit that has been signed by the vice dean.
- 5.3.7. Students who take the offline exam are required to bring their Student ID card.
- 5.3.8. Students who do not take the exam according to the schedule with valid reasons and submit a certificate from the Deputy Dean for Academic and Student Affairs are allowed to a follow-up the exam.
- 5.3.9. Offline exam participants must be neatly dressed, clean and polite
- 5.3.10. Offline exam participants only bring stationery, student ID card to their seats
- 5.3.11. Students who are 15 (fifteen) minutes late are not allowed to take the exam
- 5.3.12. The exam is supervised by at least one lecturer with the assistance of another lecturer/staff
- 5.3.13. Exam participants fill out the attendance list as proof that students have taken the exam

5.4. Exam result announcement

- 5.4.1. The course coordinator announces the scores to the students taking the exam no later than 2 (two) weeks after the exam. The value of the test results is stated with an absolute value of 0-100.
- 5.4.2. Objections to the test scores are submitted by the students taking the exams to the course coordinator no later than 2 (two) days after the announcement of the scores.
- 5.4.3. The course coordinator submits scores from the assessment components (UTS, assignments, PBL scores and quizzes) after UTS to the faculty for identification of problematic students.



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- 5.4.4. The Vice Dean for Academic and Student Affairs as well as the Education Commission coordinates with the course coordinator and the driving supervisor to assist students in solving problems.
- 5.4.5. The course coordinator announces the assessment of the UTS and UAS exam results of student studies in these courses to students stated in absolute value 0-100.
- 5.4.6. The course coordinator announces the assessment of the student's study success in that course which is expressed by the Letter of Quality and Quality Score as follows (A=4, AB=3.5, B=3, BC=2.5, C= 2, D=1 and E=0) after UAS
- 5.4.7. Assessment of student success for each course is based on 3 (three) alternative assessments, namely (1) using the benchmark reference assessment system (PAP), by determining the graduate limit, (2) using the norm reference assessment system (PAN), by comparing the score of a student with the score of his/her group, or (3) using a combined system between the PAP and PAN, namely by determining the graduate limit first, then comparing the grades that pass relatively to the grades of the group.
- 5.4.8. The value of each course is the cumulative result of the components of structured assignments, practicum (for courses with practicum), mid-semester exams, end-of-semester exams and other exams with percentages according to the respective course contracts.

When using the Benchmark Reference Assessment (PAP) system, the Value criteria are shown by quality letters:

| Total Final Value of Course | Score |
|-----------------------------|-------|
| ≥ 75 | A |
| 70 - 74.9 | AB |



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|-----------|----|
| 65 - 69.9 | B |
| 60 - 64.9 | BC |
| 55 - 59.9 | C |
| 45 - 54.9 | D |
| < 45 | E |

5.4.9. If a student has not completed the assignment of one component of the value of a course with valid reasons, then the value of the student's course is declared incomplete shorten as (BL). The student concerned is given the opportunity to complete the component no later than 3 (three) days.

after the value is announced with the approval of the lecturer of the subject concerned. If this opportunity is not used, the BL score is replaced with a value by the lecturer concerned. If by that time limit there is no resolution to the BL status, then the value of the course is determined by the SVMBS/PPKU leadership by taking considerations for the account by the course coordinator for the subject. The maximum value is determined based on the relevant minimum GPA.

If a student has completed all grade component assignments, but the lecturer concerned has not given a grade by the deadline for grade announcements, the grade status has not been entered (BL) will be determined by the SVMBS/PPKU leadership with a maximum GPA value.

5.5. Follow-up Exam

5.5.1. Follow-up exams must be given by the course coordinator, if a student is unable to take the exam on a predetermined schedule related to (1) clashes in the exam schedule, in the event that the exams for two or more courses are held simultaneously, the student must prioritize the exam in order of priority as follows: the following: PPKU courses-compulsory courses-interdepartmental courses-choice courses. If there are clashes between two or more courses, the



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course coordinator with the lower class order class must give permission to take the follow-up exam to the student concerned. (2) Other reasons deemed valid.

5.5.2. Students provide a permit (illness certificate, certificate from parents, etc.) which is considered valid to take the UTS/UAS follow-up exam to the Academic and Student Affairs Section (AJMP), then the Academic and Student Affairs Section will make a permit letter to take the follow-up exam which is signed by the Deputy Dean for Academic and Student Affairs to the coordinator of the subject concerned.

5.5.3. The time for the follow-up exam is determined later on by the coordinating lecturer for the course and is carried out no later than 7 (seven) days after the exam period (UTS or UAS ends).

5.6. Remedial exam

5.6.1. Students who gets D grade in a course may be given a remedial exam with the approval of the course coordinator. The remedial exam can only be carried out 1 (one) time. Students who get a D value due to their failure to take the entire series of courses are not allowed to take the remedial exam.

5.6.2. The deadline for the remedial exam is no later than 1 (one) week after the UAS is held. The value of the remedial exam results is sent by the course coordinator to the Academic and Student Affairs Division no later than 1 (one) week after the remedial exam is carried out.



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6. PROCEDURE

PROCEDURE FLOW CHART

| ACTIVITY | RECORDING/ DOCUMENT | DESCRIPTION | RISK IDENTIFICATION | RISK SETTLEMENT |
|---|---|-------------|---------------------|-----------------|
| <p style="text-align: center;">Start</p> <p>↓</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> Course Coordinator and 1 </div> <p>Making questions for the exam and hand it to the departement</p> <p>↓</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> 2 </div> <p>Standardize the format of exam questions</p> <p>↓</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> 3 </div> <p>multiply the exam questions and put it in the envelope</p> <p>↓</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> Students 4 </div> <p>Filling out and answering the</p> <p>↓</p> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> 5 </div> <p>Checking the student exam results and announce exam results</p> <p>↓</p> <p style="text-align: center;">Δ</p> | <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 30px; margin-bottom: 10px;"></div> | | | |
| | Archiving exam | | | |



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| ACTIVITY | RECORDING/ DOCUMENT | DESCRIPTION | RISK IDENTIFICATION | RISK SETTLEMENT |
|---|---|-------------|---------------------|-----------------|
| <pre> graph TD A[A] --> B[Lecture 7] B --> C[sending the exam result form to the department (softcopy and hardcopy)] C --> D[Academic and Student 8] D --> E[Unloading the score result in DAPPMB IPB 9] E --> F[Bring out the semester final score] F --> G([Finish]) </pre> | <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> | | | |

7. IMPLEMENTATION TIME

- 7.1 Preparation time until printing out the questions with maximum duration 2 weeks
- 7.2 Announcing and Submitting the results with maximum duration 1 week after the exam
- 7.3 Exam in progress