



**SCHOOL OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES  
*INSTITUT PERTANIAN BOGOR (IPB UNIVERSITY)***


**PROCEDURE  
CREATION AND CALIBRATION OF EXAM MATERIALS**

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## 1. PURPOSE


The purpose is to guide the exam material preparation activities, and the questions align with the achievement of the LO of the course, as stated in the RPS.

## 2. SCOPE

The scope of this guideline begins with the creation of questions by the Teaching team for regular courses (Indonesian) and International courses (English) used for the Midterm Examination (optional), Mid-UTS Examination (UTS), Mid-UAS Examination (optional), Final Semester Examination (UAS) activities for Bachelor courses. Questions will be calibrated for lecture notes and written practical exams (optional).

## 3. TERMS AND DEFINITIONS

- 3.1. Lectures are scheduled weekly for regular semesters conducted online and offline. The lectures also include replacement lectures due to national holidays.
- 3.2. Midterm Examination (UTS) is an assessment process for lectures during half a semester administered after seven face-to-face meetings, namely lectures from week 1 to week 7.
- 3.3. Final Semester Examination (UAS) is an evaluation process of lectures for half a semester conducted after seven face-to-face meetings, namely lectures from week 8 to week 14.
- 3.4. Mid-UTS examination is held after the third and fourth meetings before the implementation of UTS, and the implementation does not interfere with the course lectures and other courses.
- 3.5. Mid-UAS Examination is an examination taken after the UAS Examination on the 10<sup>th</sup> and 11<sup>th</sup> meetings before the UAS Examination, and its implementation does not interfere with the lecture schedule of the course and other courses.

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- 3.6. Questions are a collection of questions created by the Teaching team based on the lecture materials listed in the RPS and RPD.
- 3.7. Calibration of exam questions is an activity to verify that the questions align with the learning outcomes and lecture materials listed in the RPS and RPD developed by the Teaching team.
- 3.8. The calibration team is a lecturer appointed as a calibration team with an SKHB Dean's assignment letter.
- 3.9. The calibration form is signed by the Course Coordinator, a representative of the calibration team, and the GKM (Ex officio head of the Education Quality Assurance Unit) and acknowledged by the Vice Dean for Academic and Student Affairs archived in the Academic Department.
- 3.10. The validation of questions is an activity in that the questions will be used for lecture evaluation materials. Moreover, It is validated by the GPM (Ex officio head of the study program) and GKM (Ex officio secretary of the study program).


#### 4. REFERENCES

- 4.1. IPB Rector's Regulation No. 22/I3/PP/2011 on IPB Quality Assurance Policy.
- 4.2. IPB guidebook for Bachelor Program.
- 4.3. IPB Bachelor POB on Implementation of Examination.

#### 5. GENERAL REQUIREMENTS


- 5.1. The questions for written exams are multiple-choice, true/false statements, matching, or essays.
- 5.2. Each question type must have various difficulty levels, from the easiest to the most difficult. The proportion of difficulty levels is adjusted to the learning outcomes and course material following the RPS and RPD. Each Course Coordinator determines the number of questions.

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## 6. FLOWCHART PROCEDURE

ACTIVITIES	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION																								
<p>Starting Point</p> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Head of Academic</td> <td style="width: 20%; text-align: center;">1</td> </tr> <tr> <td>Calibration request letter to the coordinator</td> <td></td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Teaching Team</td> <td style="width: 20%; text-align: center;">2</td> </tr> <tr> <td>Submit questions to the Academic Department for calibration</td> <td></td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Academic Department</td> <td style="width: 20%; text-align: center;">3</td> </tr> <tr> <td>Submit questions to the calibration team</td> <td></td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Calibration Team</td> <td style="width: 20%; text-align: center;">4</td> </tr> <tr> <td>Check the suitability of the questions on Mid UTS, UTS, and Mid UAS, UAS.</td> <td></td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">GKM</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Verify calibrated questions</td> <td></td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Vice Dean for Academic and Student Affairs</td> <td style="width: 20%; text-align: center;">6</td> </tr> <tr> <td>Sign the calibration form</td> <td></td> </tr> </table> <p>↓</p> <p>Completed</p>	Head of Academic	1	Calibration request letter to the coordinator		Teaching Team	2	Submit questions to the Academic Department for calibration		Academic Department	3	Submit questions to the calibration team		Calibration Team	4	Check the suitability of the questions on Mid UTS, UTS, and Mid UAS, UAS.		GKM	5	Verify calibrated questions		Vice Dean for Academic and Student Affairs	6	Sign the calibration form		<p style="text-align: center;">Calibration letter</p> <p style="text-align: center;">Exam Questions</p> <p style="text-align: center;">Exam Question and Form. Exam Question Calibration (FRM/KH/001b-03)</p> <p style="text-align: center;">Archive of Calibration Forms in Academic Affairs</p>			
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## 7. IMPLEMENTATION TIME

Deadline for submission of exam materials to the Academic Department:

- a. Mid UTS : second or third meeting of the lecture.
- b. UTS : fifth or sixth meeting of the lecture.
- c. Mid-UAS : eighth or ninth meeting of the lecture.
- d. UAS : twelfth or thirteenth meeting of the lecture.

## 8. APPENDIX

### 8.1 [Calibration of Examination Questions FRM/KH/001b-03](#)