



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

**PROCEDURE  
GRADE ENTRY AND GRADE CHANGES**

**DOCUMENT NUMBER : POB-KH-05**


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	<b>INSTITUT PERTANIAN BOGOR (IPB UNIVERSITY)</b>	Document Number : POB-KH-05
	<b>SCHOOL OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES</b>	Date of Validity : 24/01/2023
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## 1. PURPOSE

Provide a guideline for entering and changing students' academic grades at the School of Veterinary Medicine and Biomedical Sciences, IPB University.

## 2. SCOPE

The scope of this procedure begins with the deadline notification for grade submission until the grades are uploaded to SIMAK IPB.

## 3. TERMS AND DEFINITIONS


- 3.1. Grades are the results of examinations and are presented in Quality Letters.
- 3.2. SIMAK IPB is IPB's educational information system.
- 3.3. DAPPMB adalah the Directorate of Education Administration and New Student Admissions.
- 3.4. Course coordinators are lecturers who, based on their educational requirements, expertise, and academic positions, are assigned to coordinate the implementation of a course.
- 3.5. GKM adalah Quality Assurance Unit.

## 4. REFERENCE


No reference.

## 5. GENERAL REQUIREMENTS

- 5.1. Grades are entered a maximum of 10 days after the final examination.
- 5.2. The Final Grade is presented in quality letters. It is a grade accumulation from previous exams with a percentage according to the lecture contract of each subject.
- 5.3. The Coordinator and Teaching team compute all students' exam scores to be converted according to their percentage into a final grade.

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- 5.4. A course coordinator fills the final Grade on the student list template according to the list from DAPPMB sent by the academic department and is not allowed to add or subtract student names and change the existing format.
- 5.5. A course coordinator may change the Grade if:
- a. There are changes in grades from the results of the follow-up and remedial exams
  - b. There is an error in the grading.
- 5.6 Grade changes due to grading errors (revisions) will be reported to the Department of Academic and Student Affairs using the Supplemental / Correction Grade Form. (FRM/KH/002-01).
- 5.7 The Department of Academic and Student Affairs submits a grade change request by attaching the follow-up/remedial Grade Form (FRM/KH/002-01) with the letter to Dit APPMB for changing the Grade.
- 5.8 Grade changes due to follow-up exams are reported to the Department of Academic and Student Affairs in the follow-up/remedial Grade Form (FRM/KH/002-01) and then uploaded to SIMAK IPB.

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## 6. PROCEDURE

### FLOWCHART PROCEDURE

ACTIVITIES	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION		
Starting						
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Head of Academic and Student Affairs Department.</td> <td style="width: 20%; text-align: center;">1</td> </tr> </table> </div> Provide a list of grades containing students who attended the lecture.	Head of Academic and Student Affairs Department.	1	Students' grade list			
Head of Academic and Student Affairs Department.	1					
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Course Coordinator</td> <td style="width: 20%; text-align: center;">2</td> </tr> </table> </div> Fill out the quality letter of each student and submit it to the Education and Student Affairs Office.	Course Coordinator	2	Students' grade list			
Course Coordinator	2					
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Koordinator MK</td> <td style="width: 20%; text-align: center;">3</td> </tr> </table> </div> Send an email of softcopy grades to the Education and Student Affairs Office.	Koordinator MK	3	Students' grade list			
Koordinator MK	3					
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Students</td> <td style="width: 20%; text-align: center;">4</td> </tr> </table> </div> Raise an objection if there is a different score.	Students	4				
Students	4					
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Course Coordinator</td> <td style="width: 20%; text-align: center;">5</td> </tr> </table> </div> Obtain and complete the grade correction form and submit it to the Academic Division for signature by the Vice Dean.	Course Coordinator	5	Follow-up grade / remedial grade Form (FRM/KH/002-00)			
Course Coordinator	5					
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Head of Academic and Student Affairs</td> <td style="width: 20%; text-align: center;">6</td> </tr> </table> </div> Make a letter of grade change	Head of Academic and Student Affairs	6	a letter of grade change			
Head of Academic and Student Affairs	6					
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">DAPPMB</td> <td style="width: 20%; text-align: center;">7</td> </tr> </table> </div> Change the grade in SIMAK	DAPPMB	7				
DAPPMB	7					
Completed						

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## 7. IMPLEMENTATION TIME

7.1. Grade entry takes a maximum of 3 days.

## 8. APPENDIX

8.1 [Follow-up Exam Grade / Remedial Exam Grade Form \(FRM/KH/002-00\).](#)