

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE : POB DEPDIKMAT-003</p>
<p>TITLE: MID TERM EXAM AND FINAL TERM EXAM</p>		<p>Issued date: February 2020</p>
<p>AREA: EXAM</p>		<p>Revision: 01</p>

**STANDARD OPERATING PROCEDURE
MID TERM EXAM AND FINAL TERM EXAM**

A. RATIONAL

Mid-semester exams (UTS) and end of semesters (UAS) are conducted to determine students' success in understanding cognitive, affective, and psychomotor science during the lecture process of certain subjects with tutors. In addition, through the Mid-semester Examination (UTS) and Final Semester (UAS), one can determine the quality of the students.

B. AIM

This standard operating procedure aim to:

1. To be a guideline for departments or study programs in carrying out quality and well-managed Mid-Semester and End Semester Examinations.
2. Become a reference for each lecturer in preparing questions and implementing UTS/UAS.

C. REFERENCE

1. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI).
2. Regulation of the Minister of Research, Technology, and Higher Education Number 44 of 2015 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2015 Number 1952)
3. Curriculum (main provisions of program structure) UPI 2018
4. UPI Academic Guidelines 2020
5. UPI Strategic Plan 2021-2025

D. PROCEDURE

1. Notification from Deputy Dean 1 for Academic Affairs regarding UTS/UAS.
2. The department responds to information No. 1 by drawing up an exam schedule.
3. Lecturers inform students about the implementation of UTS / UAS.
4. Lecturer prepares questions and forms for UTS and UAS
5. Implementation of UTS / UAS.
6. Student examination/assessment
7. Implementation of remedial exams from lecturers for those who do not take UTS / UAS.
8. Examination of remedial exam results for students who do not take UTS / UAS
9. Entering student grades via <https://siak.upi.edu/sinndo>

E. STEPS

