



**UNIVERSITAS ISLAM NEGERI  
MAULANA MALIK IBRAHIM MALANG**

SOP Number	FS.UIN-QA/SOP.01.05
Date of Manufacture	
Revision Date	December 01, 2017
Effective Date	January 01, 2018
Approved By	Dean of the Faculty of Sharia

**SOP OF THE MID & FINAL SEMESTER EXAMINATION**

Dr. H. Saifullah, M.Hum

<p><b>Legal basis:</b></p> <ul style="list-style-type: none"> <li>• Law No. 20/2003 on the National Education System</li> <li>• Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education</li> <li>• Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty</li> <li>• Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang</li> <li>• Guidelines for Education at the State Islamic University of Maulana Malik Ibrahim Malang</li> <li>• Education Guidelines for the Faculty of Sharia, Maulana Malik Ibrahim State Islamic University Malang</li> </ul>	<p><b>Implementation Qualification:</b></p> <ul style="list-style-type: none"> <li>• Preparation</li> <li>• Evaluation implementation</li> <li>• Result announcement</li> </ul>
<p><b>Linkage:</b></p> <ul style="list-style-type: none"> <li>• Dean</li> <li>• Vice Dean for Academic Affairs</li> <li>• Head and Secretary of the Study Program</li> <li>• Mid and Final Semester Exam Committee</li> <li>• Lecturer</li> <li>• Student</li> </ul>	<p><b>Equipment/ Supplies</b></p> <p>Question Sheet, Answer Sheet, Code of Conduct, Examinee Attendance List, Minutes, Supervisor Attendance List</p>
<p><b>Notice:</b></p> <p><b>Definition:</b></p> <ul style="list-style-type: none"> <li>▪ Midterm Exam is the exam held during the 8<sup>th</sup> session of the semester.</li> <li>▪ Final Exam is the exam held at the end of the semester.</li> <li>▪ Both of them are conducted to assess the students' mastery of the specified competencies.</li> <li>▪ Midterm and Final Exam questions are prepared and calibrated by faculty members within the same discipline.</li> </ul>	<p><b>Recording and registration:</b></p>
<p><b>Legal basis:</b></p> <ul style="list-style-type: none"> <li>• Law No. 20/2003 on the National Education System</li> <li>• Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education</li> <li>• Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty</li> <li>• Ministerial Regulation Number 35 of 2012</li> <li>• Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang</li> </ul>	<p><b>Executor Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Course Lecturer</li> <li>• Student</li> <li>• Department Staff</li> <li>• Head of Administrative Affairs</li> <li>• Head of Academic Affairs</li> <li>• Vice Dean for Academic Affairs</li> <li>• Head of the Study Program</li> <li>• Subject Area Lecturer</li> </ul>
<p><b>SOP linkage:</b></p> <ul style="list-style-type: none"> <li>• SOP of Lecture Process</li> <li>• SOP of Beginning of the Lecture</li> </ul>	<p><b>Tools/equipment:</b></p> <ul style="list-style-type: none"> <li>• Letter of Absence from Classes</li> <li>• Copy of Student ID (KTM)</li> </ul>
<p><b>Notice:</b></p>	<p><b>Recording and Registration</b></p>

Any leave of absence from classes must be stamped and include a photocopy of the student ID card; otherwise, the lecturer has the right to mark the student as absent without permission.

Active student data

No.	Activities	Executor			Standard Quality			Note
		1	2	3	Requirements/Equipment	Time	Output	
<b>A Preparation</b>								
1	Preparing the Types of Midterm and Final Exams to be Selected	Lecturer			Academic Administration Handbook	2 hours	Determination of Exam Type (Written or Oral)	Written exam, take home assignment, oral exam.
2	Ensuring that Midterm and Final Exam are conducted for each course.	Vice Dean for Academic Affairs	Study Program		Course examination questions	1 hour	Midterm and Final Exams Ready for Implementation	
3	Appointing an Examination Committee.	Dean			Draft of Examination Committee Decree	15 minutes	Formation of Examination Committee	
4	Preparing examination regulations.	Examination committee			Draft of Rules and Regulations	2 hours	Rules and Regulations Established	
5	Preparing the examination schedule.	Examination committee			<ul style="list-style-type: none"> <li>Teaching Decree</li> <li>Data of Students Attending Classes/Lecturers</li> <li>Class Schedule</li> </ul>	1 week	Exam Schedule and Time Fixed	
6	Preparing examination rooms.	Examination committee				2 days	Examination Rooms Ready for Use	
7	Preparing examination reports and student attendance lists.	Examination committee			Examination Attendance List Minutes	1 week	Minutes and Attendance List Ready	
8	Ensuring the presence of the relevant lecturer during the examination.	Examination committee			Examination Schedule	1 day	Lecturer Available for Exam	

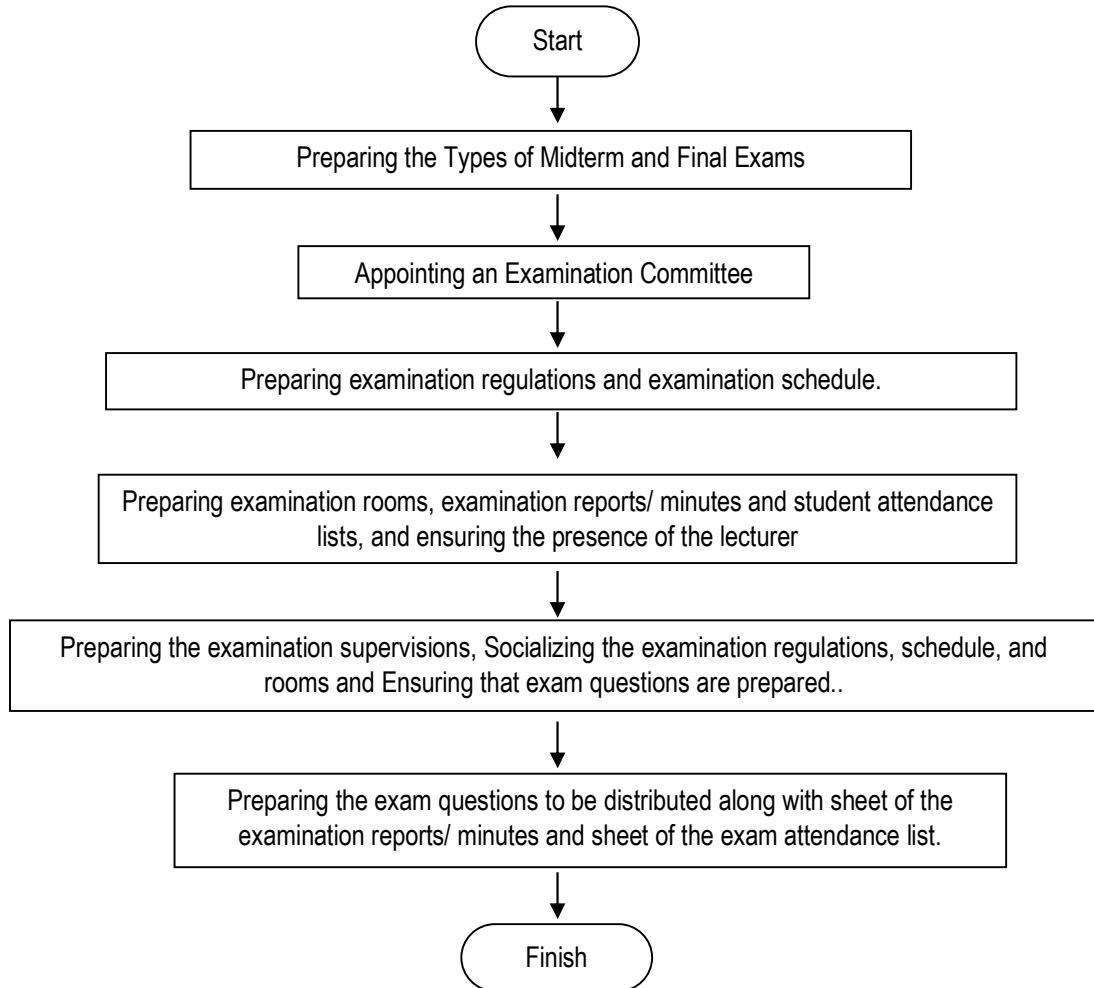
No.	Activities	Executor			Standard Quality			Note
		1	2	3	Requirements/Equipment	Time	Output	
9	Creating a list of exam proctors, consisting of the course lecturer and assisted by other lecturers and/or staff.	Examination committee			Supervisor schedule	4 days	Supervisor List Formed	
10	Socializing the examination regulations, schedule, and rooms to all committees,	Examination committee			Examination Schedule Rules and	2 hours	Committee, Lecturers, and Students	

	lecturers, and students.				Regulations Examination Committee Decree		Receive Socialization	
11	Ensuring that exam questions are prepared.	Lecturer	Examination Committee	Problem Multiplication	Question and Answer Sheets	3 weeks	Certainty that Questions are Ready for Exam	
12	Preparing the exam questions to be distributed along with 1 sheet of the examination report and 2 sheets of the exam attendance list.	Examination Committee			Question and Answer Sheets	10 minutes	Examination Questions Ready for Distribution	
<b>B Implementation</b>								
1	Preparing Exam Questions	Lecturer			Circular on Exam Question Preparation	3 hours	Examination Questions Ready for Submission	
2	Submitting the questions and student attendance list to the Academic Administration Office	Lecturer			Copy of Student Attendance List Final Exam Questions (Main and Reserve Questions)	10 minutes	Questions Ready for Duplication	
3	Ensuring that the exam questions are duplicated according to the number of students, taking into account the security aspects of the questions.	Examination Committee	Multiplication of questions		Examination Questions List of Exam Participants by Course and Lecturer List of Examination Rooms	1 week	Questions Ready for Exam	
4	Completing and signing the examination report and the attendance list.	Exam supervisor			Form for Minutes and Participant Attendance	10 minutes	Committee Receives Minutes and Participant Attendance Form	
5	Students complete the exam questions.	Student			Examination Questions and Answer Sheets	75 minutes	Questions Completed	
6	Signing the exam attendance list.	Student	Officer		Examination Attendance Sheet	10 minutes	Attendance Signed	
7	Submitting the answer sheets to the responsible course lecturer.	Examination Committee			Envelope Containing Answer Sheets, Participant Attendance List, Minutes, and Notification of Deadline for Grade Submission	5 minutes	Exam Results File Received by Lecturer	
<b>C Announcement of exam results</b>								
1	Submitting Physical Grades to Academic Administration Office	Course lecturer			Grade List	10 minutes	Academic Administration Office Receives Grades from Lecturer	
3	Raising objections to the course	Student			Lecturer's Grade	1 day	Lecturer	

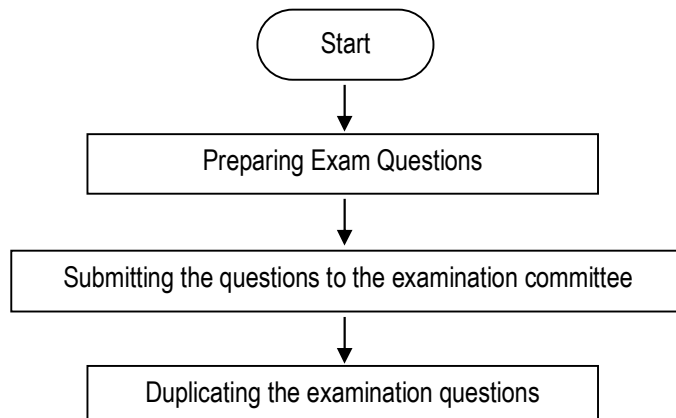
	lecturer regarding the final grades.				Documents Student's Work Results		Receives Grade Objections from Students	
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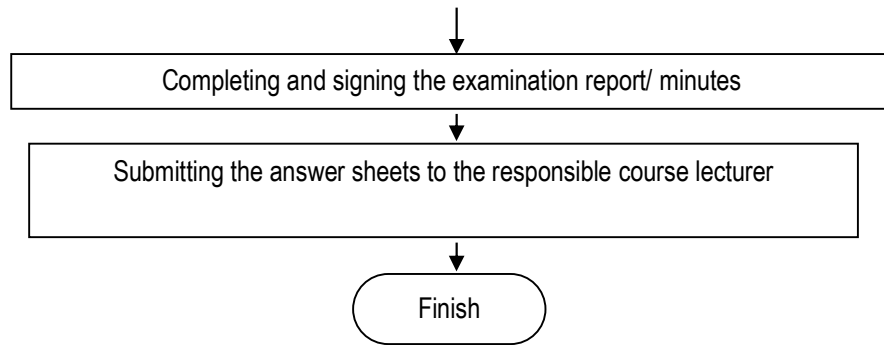
## FLOWCHART SOP OF IMPLEMENTATION MIDTERM AND FINAL EXAMINATION

### A. PREPARATION



### B. IMPLEMENTATION (FOR WRITTEN EXAMS)





### C. EXAMINATION RESULT ANNOUNCEMENT

