



UNIVERSITAS
GADJAH MADA

SOP FOR THE IMPLEMENTATION OF MID-SEMESTER EXAMINATIONS

The document outlines the Standard Operating Procedure (SOP) for conducting Mid-Semester Examinations at Universitas Gadjah Mada. It mandates that only actively registered students may participate and that all exams are held online. The format and platform of the exam ranging from take-home assignments to quizzes or oral assessments are determined by the lecturers, with an emphasis on academic integrity and student workload. The procedure involves coordination between study programs, lecturers, and students, with responsibilities for scheduling, administering, submitting, and grading exams clearly assigned. Exam results must be submitted within two weeks and are subsequently communicated to students and related institutions.

Universitas Gadjah Mada
2025

SOP for the Implementation of Mid-Semester Examinations

The Mid-Semester Examination is conducted under the following conditions:

1. Examinees are students who are actively registered in the ongoing semester (have paid UKT, registration, and have filled out KRS in the current semester).
2. The Midterm Examination is conducted online.
3. The exam is carried out in accordance with the predetermined exam schedule and is given a deadline for submitting (uploading) exam answers. The exam / assignment questions are uploaded by the lecturer in accordance with the predetermined exam schedule.
4. The form and method of the exam is left to each lecturer while still paying attention to the security / honesty of the exam process.
5. Questions can be given by each lecturer or a combination of questions by the Course Teaching Team, taking into account the suitability of the theme and the weight of the questions based on the coordination of the Course Teaching Team and considering the burden on students (questions are not too many and heavy).
6. Options for Midterm Examination Methods that can be carried out online include:
 - a) Examinations in the form of Take Home Assignments or assignments collected online
 - b) Oral exams, presentations, and discussions or other methods conducted online can use Webex, Zoom Meeting, Google Meeting, and others.
 - c) Exams in the form of quizzes or asking questions online can use facilities:
 - Learning Management System (LSM), for example eLisa, eLok, Simaster, and other eLearning
 - Free Cloud Google Classroom.
 - Googleform.
 - Other communication media, such as whatsapp and email.
 - d) Or other methods that are appropriate and can assess the achievement of each CPMK Course.
7. Student attendance in the exam is evidenced by the answers or results of the assignment sent.
8. In terms of technical implementation, please always coordinate with the section of the academic administration of the Study Program / Study Interest.

Procedure Details (for study programs, lecturers, and students)

1. The Head of the Study Program/administrator of the study program informs the exam schedule and asks to make exam questions to each lecturer in charge of the course.
2. Lecturers make exam questions tailored to the material that has been delivered in lectures by taking into account the achievement of the CPMK of each course.
3. The study program informs the exam schedule online to students and coordinates the exam according to the schedule.
4. Students take the online exam according to the schedule and take attendance online.
5. The executive admin of the study program makes and signs the minutes, then sends the exam results to the lecturer concerned on the same day or students directly send the exam results to the lecturer concerned through the media and time that has been determined.
6. Lecturers give online exam assessment.
7. Lecturers submit scores no later than 2 weeks after the exam to the study program.
8. The study program announces the exam results to students and issues a study result card and sends KHS to the sending agency / scholarship provider.