



UNIVERSITAS
GADJAH MADA

SOP FOR THE IMPLEMENTATION OF FINAL EXAMINATIONS

This Standard Operating Procedure (SOP) outlines the structured implementation of online final examinations for students meeting eligibility criteria, including active registration, tuition payment, and at least 75% lecture attendance. The exams, conducted via predetermined schedules and online platforms (e.g., Learning Management Systems, Google Classroom, Zoom), allow flexible formats such as take-home assignments, oral exams, quizzes, or presentations, designed by lecturers to align with course outcomes while ensuring academic integrity. Study programs verify student eligibility, communicate schedules, and coordinate exam logistics, while lecturers develop questions, assess submissions, and submit scores within two weeks post-exam. Results are formally announced, with academic records distributed to relevant stakeholders, ensuring systematic evaluation and transparency throughout the process.

Universitas Gadjah Mada
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The End of Semester Examination is carried out with 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. Students have attended 75% of the number of lectures in the subject in question.
3. The Final Semester Examination is conducted online.
4. 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.
5. The form and method of the exam is left to each lecturer, while still paying attention to the security / honesty of the exam process.
6. 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).
7. Choice of Final Semester Examination Methods that can be carried out online include:
 - a) Exams in the form of TakeHome Assignments or assignments collected online.
 - b) Oral exams, presentations, and discussions or other methods conducted online can use Webex, Zoom Meeting, Google Meeting, and other facilities.
 - c) Exams in the form of quizzes or asking questions online can use the facility:
 - Learning Management System (LSM), such as 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 the CPMK of each course.
8. Student attendance in the exam is evidenced by the answers or results of the submitted assignments.
9. In terms of technical implementation, please always coordinate with the academic administration of the Study Program / Study Interest.

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

1. The Study Program Executive checks the student attendance list, and determines students who are not entitled to take the exam, namely those who attend less than 75% of the number of lectures in the course in question, and informs the student concerned.
2. The Study Program Executive submits the names of students who are not entitled to take the exam to the Lecturer in Charge of the course.
3. The Head of the Study Program / executive admin of the study program informs the exam schedule and asks to make exam questions to each lecturer in charge of the course.
4. Lecturers make exam questions tailored to the material that has been delivered in lectures by paying attention to the achievement of the CPMK of each course.
5. The study program informs the online exam schedule to students and coordinates the exam according to the schedule.
6. Students take the online exam according to the schedule and take attendance online.
7. Lecturers provide online exam assessment.
8. Lecturers submit scores no later than 2 weeks after the exam to the study program.
9. The study program announces the exam results to students and issues a study result card and sends KHS to the sending agency / scholarship provider.