|	
MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION **YOGYAKARTA STATE UNIVERSITY** **FACULTY OF MATHEMATICS AND NATURAL SCIENCES**	**RATIFIED BY** : Vice Dean I of the Faculty of Mathematics and Natural Sciences , Dr. Slamet Suyanto NIP 19620702 199101 1 001
ACADEMIC FIELD	**SOP NAME** : **SECURITY OF EXAMINATION PAPERS**

Legal Basis	**Implementer Qualifications**
1. Regulation of the Minister of National Education of the Republic of Indonesia No. 23/2011, on the Organization and Work Procedure of Yogyakarta State University; 2. Regulation of the Minister of Research, Technology, and Higher Education No.35/2017 on Yogyakarta State University Statutes; 3. Regulation of the Minister of Research, Technology, and Higher Education No. 71/2017 on Map of Business Processes and Standard Operating Procedures in the Ministry of Research, Technology and Higher Education; 4. Rector's Regulation No.13/2015 on Yogyakarta State University Academic Regulations 5. Study Program Curriculum	1. Having a minimum of High School/Diploma/Undergraduate degree 2. Being computer literate 3. Having a good level of accuracy and dexterity 4. Having knowledge of regulations in the academic field and study program curriculum 5. Mastering good and proper Indonesian 6. Mastering SIAKAD/eservice/academic service applications
Relevance	**Equipment** 1. Computer 2. Printer 3. Scanner 4. Paper 5. Ballpoint 6. Faculty Stamps 7. Stationery
Warning If this SOP is not implemented, there will be no legality for carrying out activities.	**Archiving** 1. A hard copy of the exam papers is stored in the faculty Education Subdivision.

SOP FOR THE SECURITY OF EXAMINATION PAPERS

No	Procedure	Registrar			Standard Quality			Desc.
		Academic Data Processor	Head of Education Subdivision	Academic Administration Staff	Equipment	Time (in minutes)	Output	
1.	Receiving, recording the final exam questions from the study program, and identifying the number of copies needed				- Question Receipt Sheet	10	Final exam questions for each course	
2.	Checking the format of the question (question header)	No	Yes		- Exam questions - Stationery	10	The exam questions to be duplicated are signed by the Head of Education Subdivision	
3.	Copying the final exam questions according to the number needed				- Copier/risograph machine - Stationery	15	Exam question sheets as needed	
4.	Compiling the final exam question package file				- Exam questions - Answer sheet - Attendance list - Minutes	15	Exam question package	
5.	Storing the final exam package until the exam is due to take place.				- Table and chair - Cupboard	360	The exam questions are stored.	
6.	Handing in the final exam package to the lecturer/exam invigilator 15 minutes before the exam begins.				- Table and chair - Sheet for submission of exam questions	10	The exam question package is accepted by the lecturer/exam invigilator.	
7.	Archiving final exam questions				- Filing cabinet - Bantex	10	Exam questions are archived.	