



**MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION  
YOGYAKARTA STATE UNIVERSITY  
FACULTY OF MATHEMATICS AND NATURAL SCIENCES**

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|---|---|
| <b>SOP NUMBER</b> :   |   |
| <b>ISSUE DATE</b> :   |   |
| <b>REVISION DATE</b> :  |   |
| <b>EFFECTIVE DATE</b> :   |   |
| <b>RATIFIED BY</b> :  | Vice Dean I of Faculty of Mathematics and Natural Sciences,<br><br>Dr. Slamet Suyanto.<br>NIP 19620702 199101 1 001   |
| <b>ACADEMIC AFFAIRS</b>   | <b>SOP NAME : ADMINISTRATION AND SUPERVISION ON FINAL EXAMINATION</b>   |
| <b>Legal Basis</b><br><ol style="list-style-type: none"> <li>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;</li> <li>2. Regulation of Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 35/2017 on the Statutes of Yogyakarta State University;</li> <li>3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 71/2017 on the Business Process Map and Standard Operating Procedures in the scope of Ministry of Research, Technology and Higher Education;</li> <li>4. Rector's Regulation No. 13/ 2015 on Yogyakarta State University Academic Regulations</li> <li>5. Study Program Curriculum</li> </ol> | <b>Implementer Qualification</b><br><ol style="list-style-type: none"> <li>1. Having a minimum of High School Diploma/ D3 (Vocational School Diploma) / S1 (Undergraduate Degree)</li> <li>2. Being computer literate</li> <li>3. Having a good level of accuracy and dexterity</li> <li>4. Having knowledge of regulations in the academic field and study program curriculum</li> <li>5. Mastering good and proper Indonesian</li> <li>6. Mastering <i>siakad</i> (Academic Information System) / e-service applications / academic service applications</li> </ol> |
| <b>Relevance</b>  | <b>Equipment:</b><br><ol style="list-style-type: none"> <li>1. Computers, printers, scanners, photocopiers</li> <li>2. Paper</li> <li>3. Ballpoint</li> <li>4. Faculty Stamps</li> <li>5. Test Room</li> </ol>  |
| <b>Warning</b><br>If SOP is not implemented, there will be no legality in carrying out activities.  | <b>Archiving</b><br><ol style="list-style-type: none"> <li>1. Soft copy documents are stored on the Siakad server</li> <li>2. The hard copy documents of the test items are kept stored in the Faculty and Study Program Education Subdivisions</li> </ol>  |

## SOP FOR ADMINISTRATION AND SUPERVISION ON FINAL EXAMINATION

| No. | Detailed Procedure  | Registrar          |                     |                       |          | Standard Quality  |                             |  |             |
|-----|---|--------------------|---------------------|-----------------------|----------|---|-----------------------------|--|-------------|
|     |   | Head of Department | Examiner (Lecturer) | Education Subdivision | Students | Equipment   | Time Allocation (in minute) | Output   | Description |
| 1.  | Preparing a substitute supervisor if the lecturer in charge is unable to attend |                    |                     |                       |          | - Examination Schedule<br>- Stationary                                  | 15                          | substitute supervisor data   |             |
| 2.  | Collecting the final examination kit containing test books and answer sheets    |                    |                     |                       |          | - Test books<br>- Supervisor's attendance sheet<br>- Stationary         | 10                          | - Test books<br>- Answer sheet<br>- Attendance sheet<br>- Minutes of meeting |             |
| 3.  | Giving the examination kit to the supervisor or lecturer in charge              |                    |                     |                       |          | - Stationary<br>- Test books<br>- Submission report sheet               | 5                           | The examination kit containing test books is received by the supervisor      |             |
| 4.  | Distributing the test books to students   |                    |                     |                       |          | - Test books<br>- Examination card                                      | 5                           | The test books are received by students                                      |             |
| 5.  | Taking the examination  |                    |                     |                       |          | - Test books<br>- Stationary  | 90-120                      | The students take the test   |             |
| 6.  | Supervising the examination   |                    |                     |                       |          | - Test taker's attendance sheet<br>- Minutes of meeting<br>- Stationary | 90-120                      | - The minutes of meeting on examination is signed by the supervisor          |             |
| 7.  | Submitting the answer sheets  |                    |                     |                       |          | - Test books<br>- Answer sheet  | 10                          | The answer sheet is received by the supervisor                               |             |
| 8.  | - Submitting the minutes of meeting to the Education Division                   |                    |                     |                       |          | - Minutes of meeting  | 5                           | - The minutes of meeting is received by the education subdivision            |             |
| 9.  | - Receiving and recording the Minutes of meeting                                |                    |                     |                       |          | - Stationary<br>- Bantex  | 5                           | The report is recorded by the education subdivision                          |             |