



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

SOP NUMBER	:
ISSUE DATE	:
REVISION DATE	:
EFFECTIVE DATE	:
RATIFIED BY	: Vice Dean I of the Faculty of Mathematics and Natural Sciences, Dr. Slamet Suyanto NIP 19620702 199101 1 001

ACADEMIC AFFAIRS

SOP NAME : DUPLICATION OF FINAL EXAM PAPERS SERVICES

Legal Basis

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 National 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 Regulation; and
5. Study Program Curriculum

Implementer Qualifications

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 the activities.

Archiving

1. A hard copy of the exam papers is stored in the faculty Education Subdivision.

SOP FOR THE DUPLICATION OF FINAL EXAM PAPERS

No	Procedure	Registrar			Standard Quality			
		Academic Data Processor	Head of Education Subdivision	Academic Administration Staff	Equipment	Time (in minutes)	Output	Desc.
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) to be duplicated				- 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.	Preparing the answer sheet, attendance list, and minutes of final examination					5	Answer sheets, attendance list, and minutes of examination are available.	
5.	Compiling the final exam question package file				- Exam questions - Answer sheet - Attendance list - Minutes	15	Exam question package	
6.	Arranging the exam package in accordance with the final exam schedule per study program				- Table and chair	10	The exam question package is accepted by the Study Program.	
7.	Submitting the exam question package to the lecturer/ exam supervisor				- Table and chair - Sheet for submission of exam questions	10	The exam question package is accepted by the lecturer/exam invigilator.	
8.	Archiving final exam questions				- Filing cabinet - Bantex	10	Exam questions are archived.	