



UNIVERSITY OF NORTH SUMATRA
FORESTRY FACULTY
FORESTRY MASTER STUDY PROGRAM

STANDARD OPERATING PROCEDURE
(SOP)

STANDARD OPERATING PROCEDURE FOR MID-SEMESTER EXAMINATION AND FINAL EXAMINATION

A. OBJECTIVES

1. To ensure that midterm and final exams are conducted in an orderly, standardized, and accountable manner.
2. To serve as a guideline for lecturers, students, and the exam committee.
3. To ensure that the evaluation and assessment process is objective and in accordance with the academic standards of the Master of Forestry Study Program.

B. SCOPE

This SOP regulates the entire midterm and final exam process in the USU Master of Forestry Study Program, whether offline, online, or hybrid.

C. LEGAL BASIS

1. Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
2. Government Regulation of the Republic of Indonesia No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education
3. Decree of the USU Chancellor Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Forestry Masters Program, Referring to the KKNI and SNIKTI of the USU Faculty of Forestry
4. Decree of the USU Chancellor Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of the Forestry Masters Study Program at the USU Faculty of Forestry
5. Decree of the USU Chancellor Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Head and Secretary of the Forestry Masters Study Program at the USU Faculty of Forestry for the 2019-2022 Period
6. Regulation of the USU Chancellor Number 06 of 2017 concerning Academic Regulations for the Masters Program and Doctoral Program at the University of North Sumatra
7. Academic Calendar in the Current Academic Year

D. DEFINITIONS

- Midterm Exam: evaluation of learning in the middle of the semester.
- Final Exam: evaluation at the end of the semester as a comprehensive assessment.
- Lecturer in Charge: lecturer responsible for the course.
- Exam Supervisor: lecturer/educational staff assigned to supervise the exam.

E. PROCEDURES

1. EXAM PREPARATION

a. Study Program

- Compile and announce the Mid-Semester Examination And Final Examination schedule.
- Submit the question collection format to the lecturer in charge.
- Prepare the exam room, attendance list, and exam supervisors.

b. Lecturer in Charge

- Compile questions in accordance with the course CPMK.
- Submit questions to the Study Program 5 days before the exam.
- Convey exam instructions to students.

c. Students

- Ensure that their study plan card is active and that they have a minimum attendance of 80%.
- Know the schedule, rules, and exam room.
- Bring your student ID card/official ID when taking the exam.

2. EXAM IMPLEMENTATION

1. Before the exam, participants must pray before working on/answering the exam questions.
2. Exam participants must dress neatly and modestly in a plain white shirt and black skirt/pants, and are strictly prohibited from wearing sandals.
3. Exam participants must enter the exam room and take their seats 5 minutes before the exam begins.
4. Students must bring their original study plan card that has been approved by the study program and includes a photo of the student. If there is no study plan card, students are permitted to complete it at the Program Study service room before the exam.
5. Students must bring their ID Card (Student ID Card).
6. Exam participants are given a maximum of 15 minutes of tolerance after the questions are distributed.
7. Exam participants who arrive late will not be given additional time to complete the exam.
8. During the exam, examinees are required to sign the exam attendance list.
9. Once examinees have entered the exam room, they are **STRICTLY PROHIBITED** from discussing during the exam.
10. Cheating from notes/literature/previously prepared materials is prohibited, except for: the exam is open book (open book, open resume, open notes, open calculation aids).
11. Borrowing or lending notes/literature or writing instruments that have been prepared in advance with other examinees is prohibited.
12. Turning on, using, or looking at communication devices (cell phones, communicators, etc.) is prohibited, except during online exams.
13. Eating and drinking during the exam is prohibited.
14. Leaving the exam room is prohibited without exception.
15. Students are permitted to use the restroom before the exam begins.
16. Any violations that occur during the exam will be recorded in the Exam Report by the exam supervisor.
17. Supervisors have the authority to reprimand, take action against, or even expel exam participants who do not comply with the rules during the exam.
18. Students who are found cheating or giving answers to other students will be expelled from the exam room and will not be given a score.
19. Students who are unable to attend the exam may take a make-up exam by bringing a letter of request approved by the Head of the Study Program/Secretary of the Study Program and proof of their inability to attend (letter of illness/letter of death of an immediate family member).

3. POST-EXAM

a. Lecturers

- Correct and grade objectively using a rubric.
- Input grades within a maximum of 2 weeks after the exam.
- Submit grade summaries to the Study Program.

b. Study Program

- Archive answer sheets and exam reports.
- Follow up on reports of violations and complaints.

c. Students

- Have the right to receive feedback from the instructor.
- Have the right to file a formal complaint regarding grading errors.

F. SANCTIONS

- Verbal or written warning.
- Cancellation of exam scores.
- Other academic sanctions in accordance with USU regulations.