










**FORESTRY MASTER STUDY PROGRAM  
USU FACULTY OF FORESTRY**

**Standard Operating Procedure (SOP)  
Administration**

SOP NUMBER	EXAM02
CREATION DATE	January 31 <sup>st</sup> , 2025
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	Ketua,  <b>Dr. Samsuri, S.Hut., M.Si.</b> NIP : 197504022000031002
SOP TITLE	Procedures for Announcing and Providing Feedback on UAS Results to Students

LEGAL BASIS	QUALIFICATIONS OF IMPLEMENTERS
<ol style="list-style-type: none"> <li>1. Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System</li> <li>2. Government Regulation of the Republic of Indonesia No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education</li> <li>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 SNDIKTI of the USU Faculty of Forestry</li> <li>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</li> <li>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</li> <li>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</li> <li>7. Academic Calendar in the Current Academic Year</li> </ol>	<ol style="list-style-type: none"> <li>1. High School / D3 / S1;</li> <li>2. Computer literate;</li> <li>3. Have simple data processing skills;</li> <li>4. Know the tasks and functions of the Academic system and procedures;</li> <li>5. Know the tasks and functions of the reporting mechanism;</li> <li>6. Have good communication skills with good language.</li> </ol>
RELATIONSHIP	EQUIPMENT / SUPPLIES
	<ol style="list-style-type: none"> <li>1. Computer</li> <li>2. Printer</li> </ol>
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> <li>1. Implementation of activities must refer to the Rector's Regulations</li> <li>2. If the treatment of academic services is not carried out properly, the service function will not be achieved, and the good name of the institution will be damaged.</li> </ol>	<ol style="list-style-type: none"> <li>1. Recording and data collection is carried out by the Administration Section</li> </ol>

NO	ACTIVITY	IMPLEMENTER			STANDART QUALITY			INFORMATION
		LECTURE	ADMINISTRATION/ SIA OPERATOR	STUDENT	COMPLETENESS	TIME	OUTPUT	
1	Submitting complete assessment results				Test Score	10 Minutes	Result of Final Exam	
2	Announcing to students				Test Score	20 Minutes	Result of Final Exam in Academic Information System	
3	Provide feedback to lecturers				Test Score	2 Days	View in Academic Information System	
4	Responding to student feedback				Score of Remedial Test	1 Day	View in website	
5	Submit the results of the correction/revision assessment				Final Score	20 Minutes	View in website	
6	Announcing the results of the revision				Final Score	60 Minutes	View in website	
7	Receive revised results				Final Score	60 Minutes	View in website	