

NON-THESIS EXAM REGULATIONS OF FACULTY OF AGRICULTURE



DRAFTING TEAM

**MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY
UNIVERSITAS NUSA CENDANA
FACULTY OF AGRICULTURE
OCTOBER 2022**

A. INTRODUCTION

In implementing the Outcome Base Education (OBE) curriculum evaluation, an assessment is made of the theory and Learning Outcomes of Graduates from each study program. For each exam item, either the Mid Semester Examination (UTS) or the Final Semester Examination (UAS), an Intended Learning Outcome (CPL) has been determined. The CPL that is imposed on courses is general in nature in lectures, therefore the CPL that is imposed on courses needs to be reduced to become course learning outcomes (CPMK), then the CPMK is further reduced to several sub-subject learning outcomes (Sub-CPMK) according to the learning stages. Sub-CPMK is the final capability planned at each learning stage that contributes to CPL. CPMK and Sub-CPMK are observable, measurable and assessable, more specifically for courses, and can be demonstrated by students as CPL achievements.

The results of the evaluation of student learning also found students who did not complete their CPL due to various factors. When facing exams, both the Mid-Semester Examination (UTS) and the Final Semester Examination (UAS), there are students who suddenly get sick, have an accident, or suffer from personal or parental disasters. To address this, it is necessary to have follow-up exams and remedial exams. UTS and UAS implementation consists of several types according to the definitions and regulations listed in this guide.

The standards for implementing non-thesis exams need to have rules that must be known by lecturers and students. Operational standards are very important as a reference in implementation.

B. DEFINITION

UTS / UAS Normal is an exam implementation activity that is held according to a published schedule that refers to the university's academic calendar

Follow-up UTS/UAS is an exam implementation activity that is not carried out according to the normal schedule because students cannot attend for various reasons that are accompanied by valid evidence

UTS / UAS Remedial is an exam implementation activity that is applied to students whose grades do not match the Grade and do not complete the CPL. The Grade and CPL scores that were declared failed and/or incomplete were less than 60

Specifically for students with disabilities, the class schedule and examinations for class classes where there are students with disabilities, the course activities are regulated by the Study Program Coordinator whose rules are set out in this guideline.

C. OBJECTIVE

Learning outcomes through UTS/UAS are intended to measure and assess students' ability to achieve CPL and graduate profiles from each study program. UTS and UAS are held so that there are scientific standards that are mastered by students after graduating from Faperta Undana.

D. LEGAL BASED

1. Law Number 12 of 2012 concerning Higher Education;
2. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education;
3. Regulation of the President of the Republic of Indonesia. Number 8 of 2012 concerning the Indonesian National Qualifications Framework;
4. Presidential Regulation Number 82 of 2019 concerning the Ministry of Education and Culture (State Gazette of the Republic of Indonesia of 2019 Number 242);
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 73 of 2013 concerning the Application of the Indonesian National Qualifications Framework in the Field of Higher Education;
6. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards;
7. Regulation of the Minister of Education and Culture, Research and Technology of the Republic of Indonesia Number 25 of 2021 concerning the Organization and Work Procedures of Nusa Cendana University;
8. Regulation of the Chancellor of Undana No. 5 of 2022 concerning Guidelines for Organizing Education at Nusa Cendana University.

E. GENERAL GUIDELINES

1. UTS/UAS is held in the middle and end of each semester for all courses given in the semester concerned, except for Thesis
2. The exams are held on the Undana Faculty of Agriculture campus within the UTS/UAS deadline according to the academic calendar issued by the university
3. Implementation of UTS/UAS is coordinated by the Subject Lecturer
4. Supervision of exams is carried out by Lecturers for Subjects and or Faperta Undana educational staff may be appointed as UTS/UAS supervisors only if needed.
5. Examination participants are Undana Faculty of Agriculture students, students from outside the Faculty of Agriculture within Undana, and students from other universities who have registered to take courses organized by study programs at the Faculty of Agriculture in the semester concerned and have meet the minimum number of attendance requirements.

F. EXAM REQUIREMENTS

Required documents and conditions:

1. Student Identity Card (KTM).
2. Stationery and calculator (if needed).
3. Dress neatly (using a shirt with a collar and shoes), for male students not long hair
4. For the Semester Final Examination, must meet the requirements for participation in the teaching and learning process of at least 80% attendance of face-to-face activities.

G. RULES OF CONDUCT

1. Examinees must be in the exam room no later than 10 minutes before the scheduled exam.
2. If you are more than 15 minutes late from the specified schedule, participants are prohibited from entering the examination room and must appear before the administrative staff
3. Before the questions are distributed, all bags and notes brought to the room must be placed in the place determined by the supervisor.
4. Before working on the questions, participants must first check the completeness of the exam script they receive and immediately ask for a replacement if the manuscript received is incomplete.
5. Participants must write down their Student Identification Number (NIM), full name, course name, question code (if any), signature, and class for the exam subject in question in the space provided on the answer sheet or question sheet.
6. If the test text is received in set form, then the answer sheet may not be removed from the question sheet.
7. Borrowing and borrowing equipment is prohibited during the exam.
8. It is forbidden to use cellphones, tablets or other gadgets during the exam.
9. Participants are prohibited from using paper that is not provided by the Faculty/Prodi
10. Examinees are allowed to leave the exam site after completing the exam questions
11. Exam participants are strictly prohibited from cheating / cooperating / helping / communicating with other participants during the exam. If there is a violation of the exam rules, the supervisor has the right to write on the minutes and report it to the study program coordinator

H. SANCTIONS FOR VIOLATION OF THE CODE OF CONDUCT

1. Violation of lateness (maximum 15 minutes from the predetermined exam schedule) results in participants not getting additional time to complete the exam.
2. If you do not include your Student Identification Number (NIM), full name, course name, question code (if any), signature, and class for the exam subject concerned, the assessment process cannot be carried out (getting a zero score).
3. Use of mobile phones, tablets or other gadgets for any reason during the exam will result in zero marks and confiscation of evidence.
4. Exam participants who are proven to have cheated / cooperated / helped / communicated with other participants during the exam were given sanctions

I. REQUIREMENTS AND IMPLEMENTATION OF NORMAL UTS AND UAS

1. The exam supervisor must pay attention to the requirements and regulations for implementing UTS and UAS according to the guidelines listed in points F, G, and H
2. Take the course being tested (registered in KRS Siadiknona/Siakad);
3. Not being subject to academic sanctions/suspension;
4. Students who take the exam have the right to get back the exam results from each lecturer in charge of the subject
5. Students may complain or discuss again with the lecturer in charge of the course, the answer is considered correct
6. The lecturer is obliged to submit a list of study program staff values to be inputted into SIAKAD

J. TERMS AND IMPLEMENTATION OF UTS AND SUPPLEMENTARY UAS

1. Students who take follow-up exams are required to report to the lecturer in charge of the course and the head of the study program
2. Implementation of follow-up exams is determined by the lecturer in charge of the subject concerned
3. The exam supervisor must pay attention to the requirements and regulations for implementing UTS and UAS according to the guidelines listed in points F, G, and H
4. Follow-up exams are applied to students who do not take the UTS/UAS according to the exam schedule for certain reasons such as parents dying, being sick, and currently participating in a competition.
5. Participants for the follow-up exam are required to include documentary evidence in accordance with the reason for not taking the exam

K. TERMS AND IMPLEMENTATION OF THE REMEDIAL EXAMINATION

1. Students who take the remedial exam are students who have received grades from the MK supervisor lecturer and the exam results show that the grade and CPL scores do not reach 60
2. The student concerned must report to the lecturer in charge of the course and the Study Program Coordinator (KPS)
3. KPS considers the student concerned based on the list of complete End of Semester Scores from the lecturers who teach the subject which contains components namely UTS, UAS, Assignments, and others.
4. KPS coordinates with the lecturers in charge of the subject related to the remedial implementation of the student concerned.
5. Implementation of the Remedial Examination in accordance with the schedule issued by the faculty
6. The exam supervisor must pay attention to the requirements and regulations for implementing UTS and UAS according to the guidelines listed in points F, G, and H
7. The remedial exam questions are not the same as the previous questions
8. The form of the exam is completely left to the lecturer in charge of the course.

9. The lecturer assesses the exam results and determines the final grade (NA) of the course and submits it to the academic staff of the study program to input into SIAKAD.

L. RULES FOR STUDENTS WITH DISABILITIES

1. All students have the right to receive academic services, including students who experience physical conditions or are disabled
2. In each academic year, each Study Program Coordinator identifies students with disabilities
3. Each Study Program Coordinator prepares a special room on the 1st floor for students with disabilities
4. All academic services for students with disabilities in the room, including consulting with academic guidance lecturers, administrative services, thesis guidance process, and thesis examinations