

Prepared By: IRPO	International Examination	Date: 01 March , 2020	
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Purpose: Working Instruction for International Examination			
Scope: International Examination			
1. Procedural Steps			
No	Procedural steps and Description	PIC	Forms
1	Request from the Academic Department list of students who will participated the International Exam.	IO	Academic Calender, List of participants.
2	Correspondence with university partner <ul style="list-style-type: none"> Send emails and discuss about the test schedule, number of students that take the exam, itinerary (if the examiner will come to LSPR). 	IO	MOU/Agreement, Academic Calender, List of participants.
3	Receive agreement with the university partner about the test schedule, number of students that take the exam, itinerary (if the examiner will come to LSPR)	IO	Email, List of participants, itinerary.
4	Prepare grading details with Academic team and lecturers.	IO	Grading system
5	Receive the test paper (written test) by email or Arrival of the examiner in LSPR.	IO	Test paper (soft copy)
6	Conduct the examination	IO and Academic Team	Test paper and grading details
7	Send the test paper (Written test) to the partner university or review the projects with the examiner.	IO	Test paper and grading details
8	Coordinate with partner university for the certification for the International Examination for those who passed.	IO	Test result
9	Give the certificates to the students	IO	Certificate