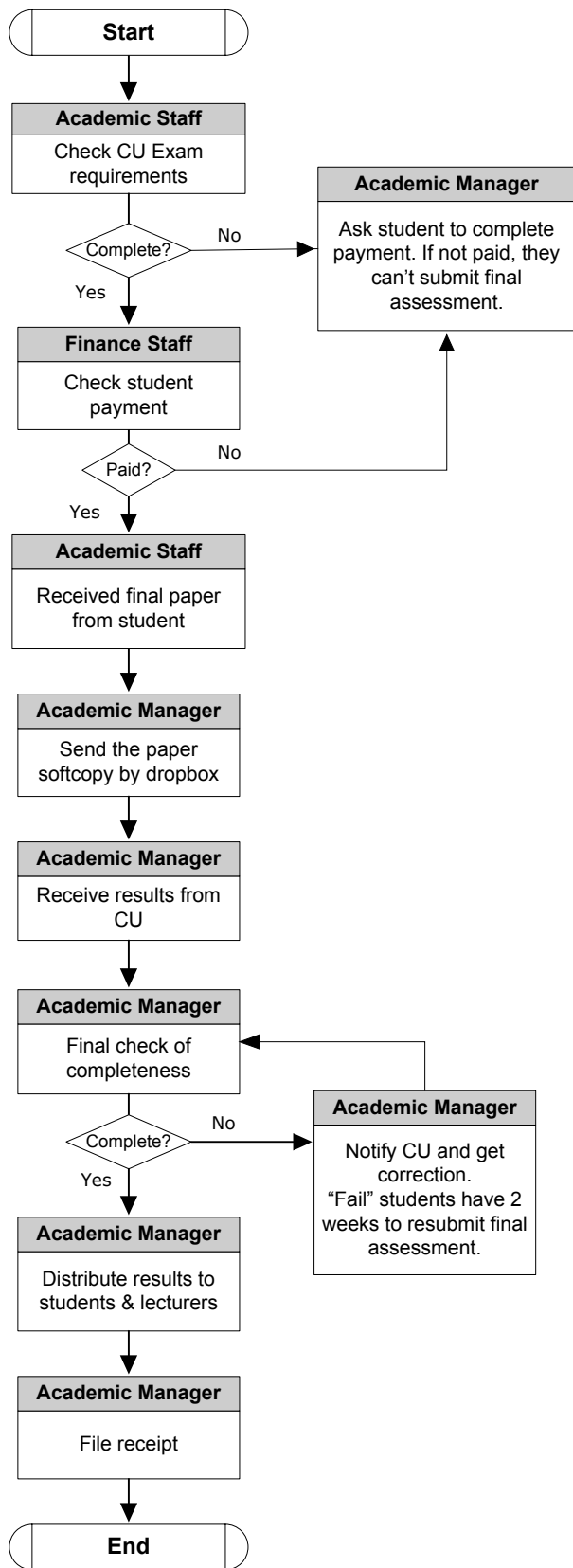


Prepared by : Academic Staff	CU – INTERNATIONAL SUBJECT	Date : 25 November 2020
Checked by : Academic Manager		Revision : 02
Approved by: Quality Assurance	Doc No: sop-acd/cu intlsbj/06/ikb/03/2020/00	Page : 01

STANDARD OPERATING PROCEDURE



Dokumen	Referensi
<ul style="list-style-type: none"> - Exam paper (softcopy of paper) - Attendance Sheet - List payment student from Finance 	<p>Before grading international exam, CU, international Office & Lecturers of CMSD held skype meeting in the middle of semester for evaluating & make a plan for exam, CU Visiting.</p> <p>Requirements:</p> <ul style="list-style-type: none"> - Check student list according to the attendance sheet - Payment status
<ul style="list-style-type: none"> - Final paper softcopy - Attendance sheet - Copy of grading sheet form local lecturers - Blank grading sheet for final only 	<p>Submission of stage 3 paper is done on the 18th session.</p> <p>Academic send the grading sheet 3</p>
<ul style="list-style-type: none"> - Final paper softcopy - Dropbox academic ppg 	<p>Notify CU via email all exam papers are serve in drop box.</p>
<ul style="list-style-type: none"> - Exam results - Certificate 	<p>Listing the students who have high distinction (total score = 85-100 / A-to A)</p> <p>Check the data profile students and back to CU if any wrong data.</p> <p>Mid paper checked by local lecturer with grade percentage for mid is 20%, and for final is 70%.</p>
	<p>Distribute the comment and certificate to students.</p>
	<p>Complete or not according to the number of students listed in the attendance sheet.</p>