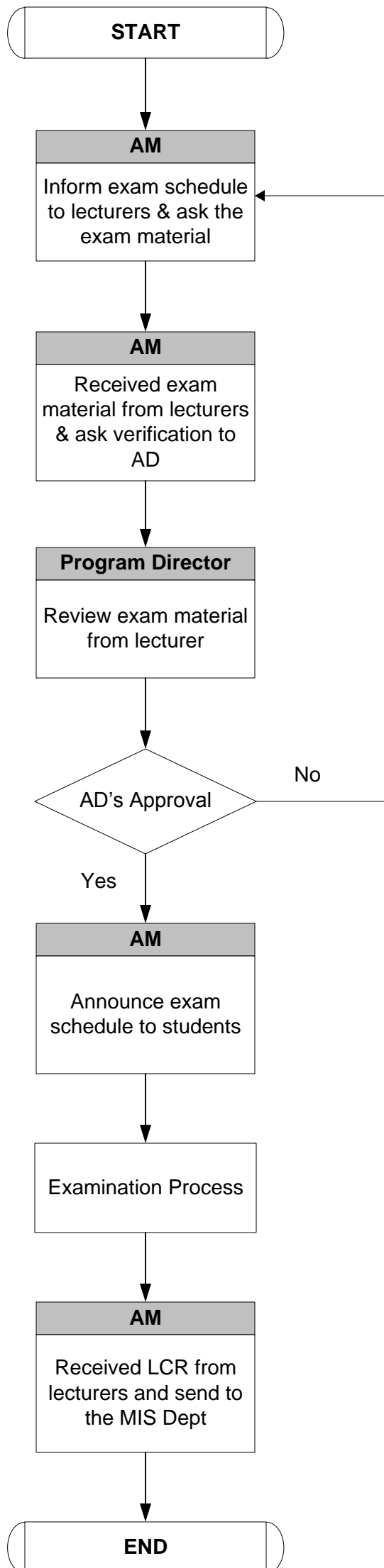


Prepared by : Academic Manager	<b>FINAL EXAMINATION</b>	Date : 4 Maret 2020
Checked by : MR		Revision : 02
Approved by: Ketua	Doc. No.: sop-acd/fexm/05/ikb/03/2020/00	Page : 01

**STANDARD OPERATING PROCEDURE**



Dokumen	Referensi
Examination Schedule	AM arranges exam schedule including the type of exam 1 (one) month before final exam
Exam materials	AM ask the exam materials to lecturer's on the 14 <sup>th</sup> Class Session. Academic received the exam materials on 15 <sup>th</sup> class session.
- Syllabus - Academic handbook - Marking Rubric	AM collect the exam materials and ask AD to verify on 15 <sup>th</sup> class session.  AD review the exam schedule along with the exam type based on syllabus. Lecturer's should follow the type of examination in the syllabus and the marking rubric.
Exam material sheet	Academic make copies of exam materials based on numbers of student for written exam.
- Examination schedule - List of students with not eligible status - Attendance sheet - Lecturer's comment sheet - Student documents/ Permissions letter	Examination schedule should be announced to students 2 (two) weeks before the examination commence.  Examination schedule should be announced to students 2 (two) weeks before the examination commence.  Academic received exam attendance sheet from MIS dept.
- Answer sheet/paper - Acknowledgement sheet	Academic staff distributes Exam materials to student on reading week (Only for paper submission)  Academic remind students the deadline of final exam submission.  Academic reminds lecturers to take students paper/Answer sheet.
LCR	Academic staff send the LCR to lecturers during exam schedule.  Academic inform lecturers to submit LCR maximum a week after final exam.

