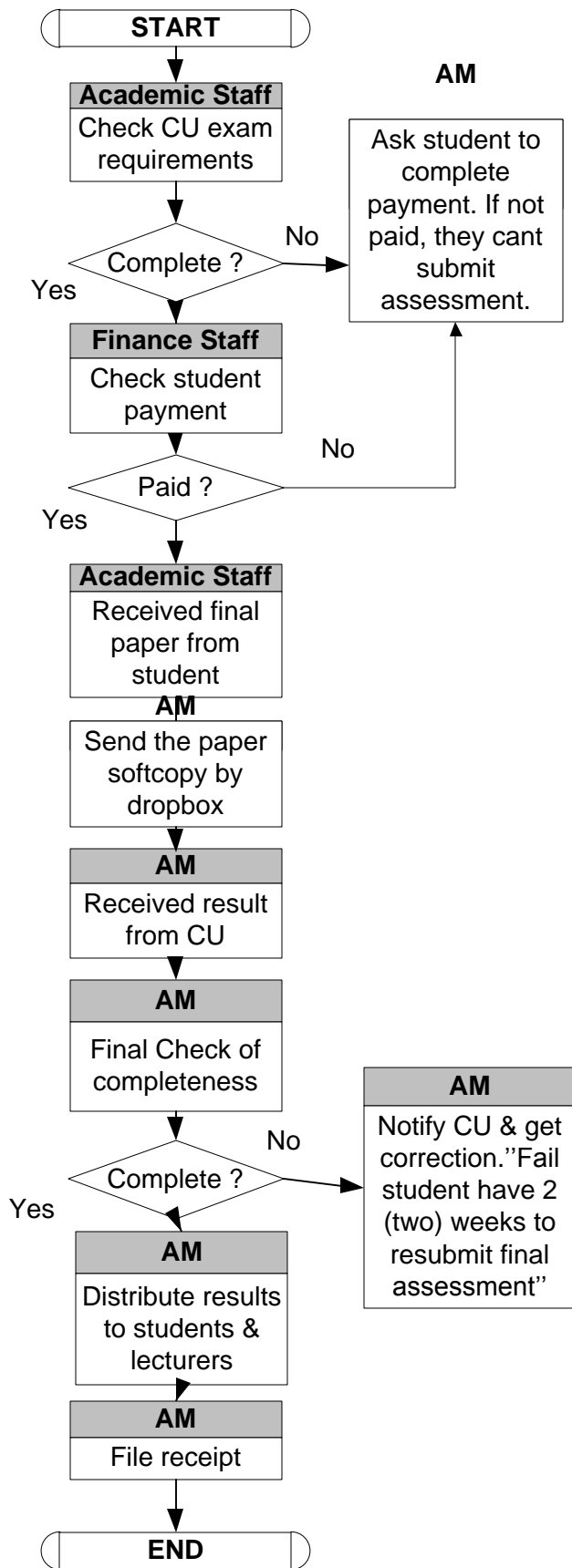


Prepared by : Academic Staff	<b>CU – INTERNATIONAL SUBJECT</b>	Date : 13 Februari 2020
Checked by : Academic Manager		Revision : 02
Approved by: Quality Assurance	Doc. No.:sop-acd/cu intlsubj/06/ikb/03/2020/00	Page : 01

**STANDARD OPERATING PROCEDURE**



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