

**A. Rationale**

- Course evaluation is an evaluation of students achievement on a given course
- There are at least 2 evaluation for every course which are midterm exam (*Ujian Tengah Semester*, UTS) and final exam (*Ujian Akhir Semester*, UAS).

B. Scope

The scope of this work instruction include:

- Types of evaluation
- Evaluation schedule
- Examinee and Invigilator
- Evaluation Procedure

C. Objectives

The objectives of this Work Instructions are:

- Providing standard operational procedure for evaluation in Bachelor of Physics study program.
- As a guide for lecturers, assistants and students in conducting course evaluations.

D. Types of Evaluation

Course evaluation mainly consist of UTS and UAS

- UTS is the evaluation that is conducted at the middle of the semester.
- UAS is the evaluation that is conducted at the end of the semester.
- UTS and UAS can be in the form of written exam, verbal exam and/or take home assignment.

E. Evaluation schedule

- Evaluations are conducted in accordance UPI academic calendar.
- Evaluations have to be conducted on working hours of weekdays.
- The evaluation have to be scheduled such that there are no students that have more than 2 exams in 1 day.
- Written exams can be conducted by at most 3 hours, in accordance with the difficulty and number exams problems

F. Examinee and Invigilator

- Examinees are students that were registered as participants of a given course with minimum of 80% attendance.
- Course Coordinator are responsible to assign invigilator for a given exam which consist of lecturer(s) for that given course along side with assistant if needed.
- Invigilator to Examinees ratio have to be at least 1:40
- Invigilator that was unable to attend the exam have to report to Course Coordinator, so that a substitute can be provided.

**G. Descriptions of Work Instruction**

1. Course coordinator have to coordinate with lecturer in order to prepare exam problems.
2. Course coordinator have to submit the exam problems to the study program administrator 3 days before the exam at the latest.
3. Study program administrator have to make copies of the exam problems while also maintaining the security and secrecy of the problems.
4. If there are any correction for the exam problems, Course coordinator have to submit the correction before the exam is conducted, such that there are no correction on the problems during the exam.
5. Examinees and Invigilator have to turn off their mobile phone during the exam.
6. Examinees are prohibited communicate with each other during the exam.
7. Examinees are prohibited to lend and/or borrows calculators and/or stationaries during the exam
8. Invigilator may reprimand examinees that behave suspiciously, and may expel examinees that were caught cheating from the examination room.
9. Examinees that are unable to attend the exam at scheduled time may request for make-up exam. The request have to be submitted to the study program administrator 3 days after the exam at the latest
10. Examinees that have acquire permission for make-up exam then have to contact Course coordinator, at the latest 1 week after the original exam, in order to schedule the make-up exams.
11. Course coordinator may scheduled the make-up exam at the latest 1 week after the examinees request received.
12. Course coordinator have to submit examinees answer sheet and exam grade 2 weeks after the exam at the latest. Study program administrator will then announce the grade on bulletin board, and return the examinees' answer sheets.
13. Examinees that have objection with the grade may submit his/her objection to the course coordinator 3 days after the announcement at the latest.
14. Course coordinator may conducted re-exam for students with grade of C or D, at the latest 2 weeks after the final grade is announced.