



**IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF ECONOMICS**

**STANDARD OPERATING PROCEDURE
SEMESTER EXAMINATION**

NO. POB/FEM/ESP/07

| DESCRIPTION | Position Title | Signature | Date |
|-------------|----------------------------|-----------|-----------------|
| Prepared by | Department ISO Coordinator | | 22 January 2018 |
| Reviewed by | Department GKM Coordinator | | 22 January 2018 |
| Approved by | Head of Department | | 22 January 2018 |

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| Document status | | |
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| | SEMESTER EXAMINATION | Revision No : 02 |

DOCUMENT REVISION HISTORY

FRM/FEM/ESP/07/01-01; Date 01/09/2016

| Date | Revision Note | Reason for Revision |
|-----------------|--|---|
| 22 January 2018 | Addition of Detailed Procedure • The Course Coordinator must submit the exam questions to the Education Committee no later than two days before the examination. The questions shall then be verified by the Course Coordinator or the relevant Division Member and approved by a GKM Member. | There was previously no detailed procedure regarding the submission of exam questions by the Course Coordinator and the verification mechanism. |
| 1 November 2019 | Addition of Detailed Procedure • The Course Coordinator submits the final student grades (letter grades) duly signed to the Academic Administration Staff for uploading into the SIMAK system. | Final grade files were previously not signed by the Course Coordinator. |
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1. Purpose

To serve as a guideline for implementing Mid-Semester Examinations (UTS) and Final-Semester Examinations (UAS) within the Department of Economics, Faculty of Economics and Management (FEM), IPB University.

2. Scope

This procedure covers the preparation and supporting requirements, the examination process, post-examination activities, and explanations related to the implementation of the Mid-Semester Examination (UTS) and Final-Semester Examination (UAS).

3. Definitions

- 3.1. Mid-Semester Examination (UTS) is an examination conducted midway through the semester, after students have completed seven class meetings.
- 3.2. Final-Semester Examination (UAS) is an examination conducted at the end of the semester, after students have completed fourteen class meetings.
- 3.3. Examination Documents consist of the exam question sheets, answer sheets, attendance lists, examination minutes, and a record of students prohibited from taking the exam (daftar cekal), specifically included for UAS.
- 3.4. Lecturer is a professional educator and scholar whose main duties are to transform, develop, and disseminate knowledge and technology through education, research, and community service.
- 3.5. Course Coordinator is the lecturer responsible for coordinating the implementation of a course, including determining and organizing the teaching team, preparing syllabi, and developing learning materials.
- 3.6. Student is a participant of lectures and practicums who is officially registered and has completed the Study Plan Card (KRS).
- 3.7. Education Committee refers to lecturers appointed to assist the Undergraduate Program Management in Economics in carrying out academic administration activities.
- 3.8. Academic Administration Staff are members of the educational administration staff responsible for handling academic administrative services.
- 3.9. Exam Supervisor may consist of final-year students, alumni, teaching assistants, educational staff, or lecturers.
- 3.10. Exam Coordinator (PJ Ujian) is a lecturer or educational staff member appointed by the Education Committee and responsible for overseeing the examination process on a given day.
- 3.11. Exam Document Coordinator (PJ Berkas Ujian) is an educational staff member assigned to ensure the security and delivery of exam documents from the Exam Coordinator to the relevant course lecturer.
- 3.12. SIMAK is the Academic Information Management System managed by the Directorate of Academic Administration (Dit. AP) at IPB University.

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4. References

- 4.1. IPB University Undergraduate Program Handbook, 2015 Edition.

5. General Provisions

- 5.1. Students taking examinations must bring their Student Study Card (KSM) and Student Identity Card (KTM) and be listed as official participants for the relevant course on the exam attendance list.
- 5.2. Students must have attended at least 80% of the 14 lecture meetings to be eligible for the exam.
- 5.3. Students listed on the Daftar Cekal (prohibited list) are not permitted to take the exam.
- 5.4. Exam regulations for students include attending the exam on time, wearing formal attire, and adhering to IPB's dress code and ethics.
- 5.5. The implementation of examinations, based on IPB's academic schedule, must be recorded in the Examination Minutes.
- 5.6. When a student is scheduled for more than two exams in a single day, arrangements must be made to ensure that no student takes more than two exams per day.

6. Procedures

6.1. Detailed Procedures

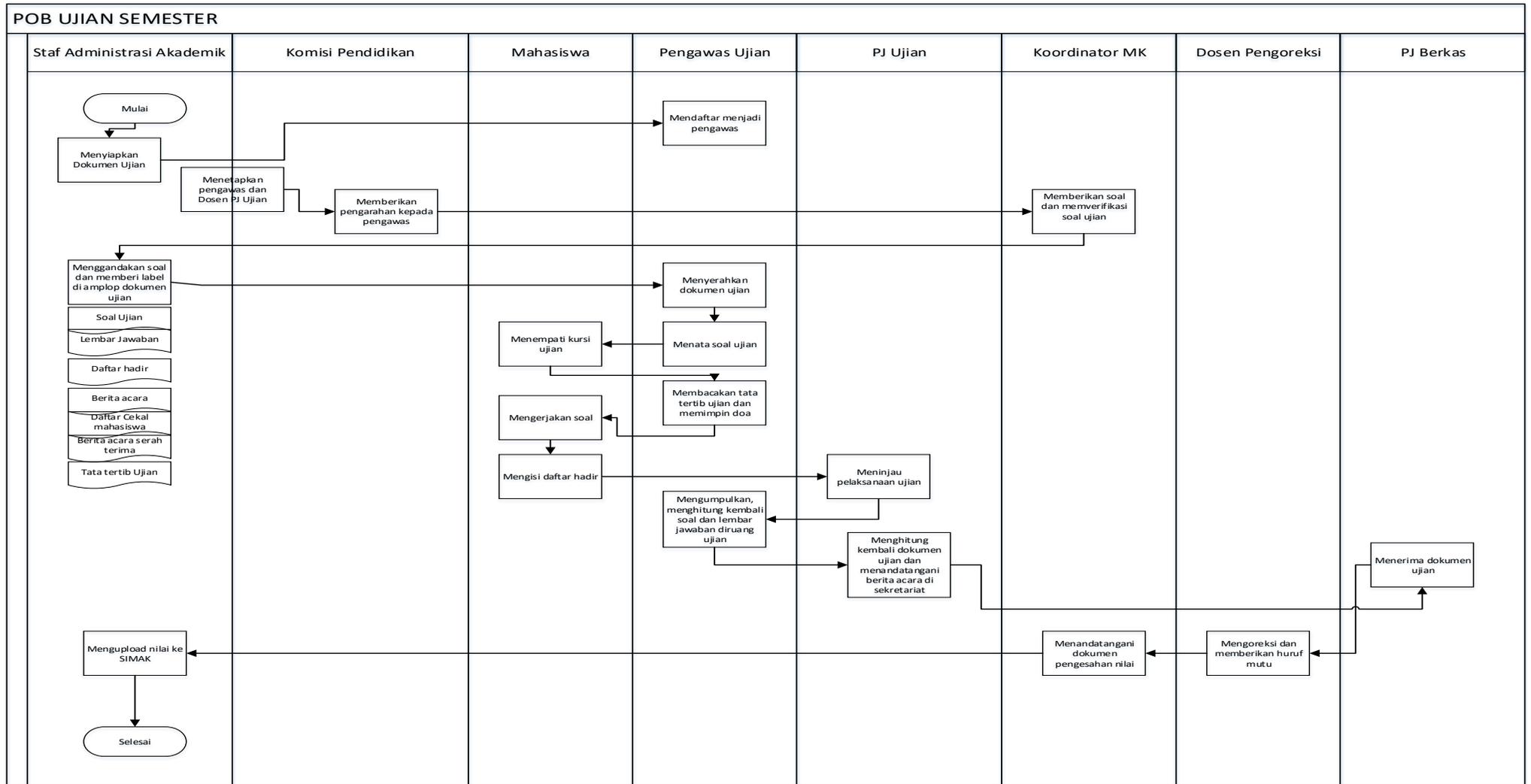
- 6.1.1. The Course Coordinator submits the exam questions to the Education Committee no later than two days before the exam date. The questions are then verified by the Course Coordinator or the relevant Division Member and approved by a GKM Member.
- 6.1.2. The Academic Administration Staff prepares the examination documents, including the question sheets from the Course Coordinator, answer sheets, attendance lists, examination minutes, and the Daftar Cekal for UAS.
- 6.1.3. Exam Supervisors (other than lecturers and academic staff) register at the Department of Economics Secretariat.
- 6.1.4. The Academic Administration Staff compiles a list of Exam Supervisors and Exam Coordinators (PJ Ujian), approved by the Education Committee.
- 6.1.5. The Education Committee provides a briefing to the Exam Supervisors on exam rules and procedures at least three days before the exam.
- 6.1.6. The Academic Administration Staff reproduces the approved exam questions and answer sheets according to the number of students taking the exam.
- 6.1.7. The Academic Administration Staff seals all examination documents in labeled envelopes indicating time, room, course, course coordinator, supervisors, and the number of copies.
- 6.1.8. The Exam Coordinator delivers the exam envelopes to the Exam Supervisors after signing the Examination Document Handover Form.
- 6.1.9. The Exam Supervisor opens the envelope and arranges the question and answer sheets on the designated desks in the examination room.

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- 6.1.10. Students enter the exam room and occupy the assigned seats where the exam documents have been placed.
- 6.1.11. The Exam Supervisor reads the examination rules and instructions, then leads a brief prayer to commence the exam.
- 6.1.12. The Exam Supervisor circulates attendance sheets for students to sign and checks their Student Study Cards (KSM).
- 6.1.13. Students complete the exam within the allotted time.
- 6.1.14. The Exam Coordinator inspects the examination rooms, meets with the Exam Supervisors, and ensures the examination runs in an orderly manner.
- 6.1.15. After finishing, students leave the question and answer sheets on their desks.
- 6.1.16. The Exam Supervisor collects and recounts all question and answer sheets, then repackages them with other examination documents in the envelope.
- 6.1.17. The Exam Supervisor submits the sealed envelope to the Exam Coordinator at the Department Secretariat and jointly verifies the completeness of the documents by signing the Examination Document Handover Form.
- 6.1.18. The Exam Coordinator hands the examination documents to the Exam Document Coordinator (PJ Berkas Ujian) for distribution to the respective course lecturers.
- 6.1.19. The course lecturer evaluates the answer sheets within a maximum of two weeks after the exam. Upon completion, the lecturer submits the final grades (letter grades) to the Course Coordinator.
- 6.1.20. The Course Coordinator signs the final grade sheet.
- 6.1.21. The Course Coordinator submits the signed final grades to the Academic Administration Staff for uploading into the SIMAK system.



6.2. Flowchart of Procedures



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7. List of Important Documents

- 7.1. Examination Question Sheets
- 7.2. Examination Answer Sheets
- 7.3. Examination Attendance List
- 7.4. Examination Minutes
- 7.5. List of Prohibited Students (Daftar Cekal Mahasiswa)
- 7.6. Examination Document Handover Form
- 7.7. Examination Rules and Regulations

8. Attachment

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LIST OF IMPORTANT DOCUMENTS

7.1. Sample Examination Questions



**UJIAN AKHIR SEMESTER
EKONOMI POLITIK (EKO427)
SEMESTER GANJIL TAHUN AKADEMIK 2018-2019
DEPARTEMEN ILMU EKONOMI
FAKULTAS EKONOMI DAN MANAJEMEN - INSTITUT PERTANIAN BOGOR**

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| | |
|------------------------|---|
| Hari/Tanggal | : Jumat, 4 Januari 2019 |
| Waktu | : 08.00-10.00 |
| Ketentuan Ujian | : <ol style="list-style-type: none"> 1. Kerjakan ujian secara sendiri dan dilarang membuka buku dsb (nilai nol bagi yang terbukti bekerjasama dan membuka buku) 2. Kerjakan Sesuai Dengan Kemampuan Anda Sendiri 3. setelah selesai wajib menyertakan soal Ujian beserta jawabannya dan menuliskan NIM 4. Pengawas Berhak Mencatat/Menandai Apabila Selama Ujian Berlangsung Ditemukan Kecurangan Dalam Bentuk Apapun 5. Bedoa terlebih dahulu semoga Allah SWT. Memberi kesuksesan ujian ini |

1. Pada teori pendekatan berbasis Negara dalam Ekonomi Politik, disebutkan bahwa Negara bersifat otonom. Coba Anda jelaskan 3 (tiga) konsekuensi (corollary) dari otonomi negara tersebut! [NT=25]
2. Apa yang Anda ketahui dengan aktivitas ekonomi pemburuan rente? Bagaimana peran negara dalam menekan aktivitas pemburuan rente? berikan contohnya! [NT=25]
3. Coba saudara jelaskan fenomena Proletarisasi dalam kondisi perekonomian rakyat Indonesia sekarang ini ? Mengapa hal terjadi ? Jelaskan dalam kerangka teori Marxian Political Economy ! [NT=25]
4. Mengapa menurut saudara Model Pembangunan Ekonomi Indonesia lebih dekat dengan Model Jepang ? Jelaskan dalam kerangka teori Heterodox ! [NT=25]

Selamat Ujian Semoga Berhasil

7.2. Examination Answer Sheets



**LEMBAR JAWABAN UJIAN
DEPARTEMEN ILMU EKONOMI FEM IPB**

| | | |
|---------|---|-------------------------|
| Nama | : | |
| NRP | : | |
| Nama MK | : | |
| Tanggal | : | Ruangan : |
| Paraf | : | Lembar ke : |

| | | |
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7.3. Examination Attendance List

INSTITUT PERTANIAN BOGOR
DIREKTORAT ADMINISTRASI PENDIDIKAN

DAFTAR HADIR UJIAN AKHIR SEMESTER (UAS)

Tahun Akademik : 2015/2016
Semester : GENAP
Kode Mata Kuliah : EKO222
Nama Mata Kuliah : TEORI MAKROEKONOMI II (H11)
Kelas Paralel : 1
Ruangan :
Hari :
Waktu :

| No. | NAMA | NIM | Tanda Tangan |
|-----|-------------------------------|-----------|--------------|
| 1 | RASI TAMADHIKA FAJAR RAMADHAN | H14140001 | |
| 2 | MUHAMMAD ADNAN FATHURROHMAN | H14140002 | |
| 3 | UNDUNG PERMATASARI | H14140003 | |
| 4 | LINTANG DIANI RATRI | H14140004 | |
| 5 | ANDI ILHAM MULYA ADAM | H14140005 | |
| 6 | AGUNG SUHARYANA | H14140006 | |
| 7 | NADIAH ANNA FATIN SUMPENA | H14140007 | |
| 8 | NINDY WIDIANINGRUM | H14140008 | |
| 9 | ZUMROTUL NUR AZIZAH | H14140009 | |
| 10 | RORO APRILIA PUTRI CAHYANI | H14140010 | |
| 11 | MUTHIA RAHMA DEWI | H14140011 | |
| 12 | DINIAR ANGRAENI NURUSMAN | H14140012 | |
| 13 | DWI INDAH APRIANY | H14140013 | |
| 14 | TASYA AULYA RACHMATIA | H14140014 | |
| 15 | ZAHROTU FITRIANA MAHAWATI | H14140015 | |
| 16 | HALIMAH CAHYANING FAJRI | H14140017 | |
| 17 | TRIAN HUTARIA | H14140018 | |
| 18 | CELLA ROMADHININGRUM | H14140019 | |
| 19 | HAFIZA RAHMI PUTRI | H14140020 | |
| 20 | ARISKA TAMALASARI | H14140021 | |
| 21 | ASYA KHOLIL ASYARI | H14140022 | |
| 22 | RINI SETYANI | H14140023 | |
| 23 | MEI HARDIANTI UTARI | H14140024 | |
| 24 | AGATHA PINKAN MUTIASIWI | H14140025 | |

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7.4. Examination Minutes

| | |
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|  | BERITA ACARA UJIAN AKHIR (UAS) SEMESTER GENAP DEPARTEMEN ILMU EKONOMI IPB FAKULTAS EKONOMI DAN MANAJEMEN IPB TAHUN AKADEMIK 2015/2016 |
| | <p>Hari/Tanggal : KAMIS / 7/4/2016</p> <p>Mata Kuliah : TEORI MIKROEKONOMI II</p> <p>Waktu Pelaksanaan : 13.30-15.30</p> <p>Tempat : RK. PAU</p> <p>Dosen Koordinator : Prof. Hermato Siregar</p> <p>Semester : 4</p> |

| | |
|---|-------------------|
| Jumlah peserta Mata Kuliah | : Mahasiswa |
| Jumlah peserta MK yang hadir pada waktu ujian | : Mahasiswa |
| Jumlah peserta MK yang tidak mengikuti ujian | : Mahasiswa |
| 1. Nama : | NIM : |
| 2. Nama : | NIM : |
| 3. Nama : | NIM : |
| 4. Nama : | NIM : |
| 5. Nama : | NIM : |
| 6. Nama : | NIM : |
| 7. Nama : | NIM : |
| Nama Pengawas | 1. TTD : |
| | 2. TTD : |
| | 3. TTD : |
| | 4. TTD : |
| | 5. TTD : |
| | 6. TTD : |
| Catatan dan pelanggaran yang terjadi : | |

Bogor,
PJ Harian UAS,

(.....)
NIP.

| | | |
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7.5. List of Prohibited Students (Daftar Cekal Mahasiswa)

LIST OF PROHIBITED STUDENTS

EKONOMETRIKA I

| | | |
|-------------------|-----------|---|
| FEBIE TRI LESTARI | G14120037 | 4 |
|-------------------|-----------|---|

TEORI MAKROEKONOMI I (P1)

| | | |
|--------------------|-----------|---|
| HANINDITO SAKTYO D | H14140072 | 4 |
|--------------------|-----------|---|

EKONOMETRIKA I

| | | |
|---------------------|-----------|----|
| YUDHA ABRIANSYAH | H44130050 | 10 |
|---------------------|-----------|----|

TEORI MAKROEKONOMI I (P3)

| | | |
|-----------------------|-----------|---|
| HADI RIZALDI RAHMANTO | H34140055 | 5 |
| RIZKI ITSNA SYAFI'I | H34140074 | 4 |

EKONOMI PEMBANGUNAN I

| | | |
|-----------------------|-----------|---|
| ERIKA VITRIANDHANI | E24120083 | 4 |
|-----------------------|-----------|---|

TEORI MIKROEKONOMI I (P2)

| | | |
|-------------------------------|------------|---|
| FIQRI MUHAMMAD | G547130033 | 4 |
| ARIS HIDAYAT | H24140009 | 7 |
| MUHAMMAD ARIFALDI KANDIYAS | H24140128 | 9 |
| ALVIN ISKANDAR | H24140130 | 8 |

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7.6. Examination Document Handover Minutes

LIST OF EXAMINATION ANSWER SHEET SUBMISSION BUNDLES
MID-SEMESTER EXAMINATION (UTS) ODD SEMESTER ACADEMIC YEAR 2019–2020
DEPARTMENT OF ECONOMICS
UNDERGRADUATE PROGRAM IN ECONOMIC DEVELOPMENT

| Day | Date | Time | Course Name | Room | Participation | No of Participants | NO OF ANSWER SHEETS | | Verified (Yes/No) | Supervisor Name | Supervisor Signature | Exam Coordinator Name | Exam Coordinator Sign. | Absent Students | Exam Document Coordinator's Name | Exam Document Coordinator's Signature |
|---------|-------------|-------------|---|---------------------------------------|---------------|--------------------|---------------------|-------------|-------------------|-----------------|----------------------|-----------------------|------------------------|-----------------|----------------------------------|---------------------------------------|
| | | | | | | | CLASS | Secretariat | | | | | | | | |
| Tuesday | 01/Okt/2019 | 08.00-10.00 | Kebanksentralan dan Kebijakan Moneter | RK. EKO 3.01 Gedung Baru FEM Lantai 3 | EP | 40 | | | | | | | | | | |
| Tuesday | 01/Okt/2019 | 08.00-10.00 | Kebanksentralan dan Kebijakan Moneter | RK. EKO 3.02 Gedung Baru FEM Lantai 3 | EP | 36 | | | | | | | | | | |
| Tuesday | 01/Okt/2019 | 10.30-12.30 | Ekonomi Usaha Kecil Menengah dan Koperasi | RK. EKO 3.01 Gedung Baru FEM Lantai 3 | EP | 40 | | | | | | | | | | |

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7.7. Examination Rules and Regulations

Rules for Examination Administration within the Department of Economics Related to Violations and Sanctions

A. General Rules

1. Students must comply with the general examination regulations as stated in the IPB Undergraduate Program Handbook.
2. Students are not allowed to leave the examination room for any reason except illness. Supervisors must allow students to go to the restroom before the exam begins.
3. Students requiring clarification on the exam questions must communicate with the supervisor in an orderly manner.

B. Students are not allowed to take the examination if:

1. Wearing T-shirts and/or sandals.
2. Arriving more than 15 minutes late.
3. Failing to bring the Student Identity Card (KTM) and Student Study Card (KSM).
 - a. If a student requests permission to return home to change clothes or retrieve the KTM/KSM, the student may be allowed, provided that if they return more than 15 minutes after the start of the exam, they will receive a minor violation sanction.
 - b. If a student is found wearing a T-shirt/sandals or without the KTM/KSM after the exam papers have been distributed, the student is deemed ineligible to take the exam and may be dismissed by the supervisor.

Note: If the KTM/KSM is lost but the student presents an official letter of loss issued by the department, the student is still permitted to take the examination.

C. Types of Violations

C1. Minor Violations

1. Intentionally arriving late (within 15 minutes after the exam starts).
2. Failing to place bags at the front of the room.
3. Failing to turn off mobile phones or allowing them to ring during the exam.
4. Bringing items other than writing tools to the desk.
5. Talking with other students, regardless of the topic.
6. Marking or reserving certain seats and refusing to move when instructed by the supervisor.
7. Opening the exam paper before being instructed to do so.

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C2. Major Violations

1. Being found with notes or cheat sheets, even if the student has not yet used them.
2. Collaborating with another student to answer exam questions.
3. Leaving the examination room without the supervisor's permission.

D. Sanctions

D1. Minor Violation Sanction

The student's exam score will be reduced by 20 percent.

D2. Major Violation Sanction

The student's exam will be graded zero.

E. Supervisors

1. Supervisors must announce these examination rules before the exam begins.
2. Supervisors may give only one warning to a student suspected of committing a minor violation. If the same action is repeated, the supervisor has the authority to record the violation in the examination report (Berita Acara) without notifying the student.
3. Supervisors have the right to immediately record the name of any student committing a major violation without prior warning and report it in the examination minutes, without informing the student.