



**UMY**

UNIVERSITAS  
MUHAMMADIYAH  
YOGYAKARTA

Unggul & Islami

**AGROTECHNOLOGY  
STUDY PROGRAM**



## **2.5 Examination Regulations**

# **ASEAN University Network–Quality Assurance**

Agrotechnology Study Program, Faculty of Agriculture  
Universitas Muhammadiyah Yogyakarta


**WORKING PROCEDURE**  
**AGROTECHNOLOGY STUDY PROGRAM**  
**FACULTY OF AGRICULTURE**  
**UNIVERSITAS MUHAMMADIYAH YOGYAKARTA**



**UCP VERIFICATION AND VALIDATION**

RATIFICATION		
Ratified by:	Checked by:	Prepared by:
Dean	Head of Study Program	Quality Team of Study Program
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## **A. OBJECTIVE**

As a guide in the UCP verification and validation process.

## **B. SCOPE**

This Standard Operational Procedure is carried out within the scope of UCP verification and validation activities in the Agrotechnology Study Program, Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta.

## **C. TERMS AND DEFINITION**

C.1 UCP verification and validation is an activity to determine student learning outcomes.

## **D. REFERENCES**


- D.1 Decree of the Rector of the Universitas Muhammadiyah Yogyakarta Number 158-S-SK-UMY-VIII-2016 concerning Academic Guidelines
- D.2 Ristekdikti Regulation No. 44 of 2015 concerning SN DIKTI

## **E. RELATED PARTIES**

- E.1 University students;
- E.2 Head of Study Program;
- E.3 Secretary of the Study Program
- E.4 Lecturer


## **F. RELATED DOCUMENTS**

- F.1 Curriculum
- F.2 Lecture schedule
- F.3 Teaching Decree
- F.4 Plotting of Teaching Lecturers






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#### **G. MECHANISM / PROCEDURE FLOW**

- G.1 The Head of Study Program coordinates with the course coordinator in a meeting at the end of the semester
- G.2 The course coordinator conveys the results of learning outcomes in each course
- G.3 Lecturers respond and provide input on the results of learning outcomes for each course
- G.4 The results of the meeting of learning outcomes are documented in both hardcopy and softcopy
- G.5 The secretary of study program collects and archives these documents according to the course

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### UCP Verification and Validation Flowchart

No	Procedure	Executors							Quality Standard		
		Head of Study Program	Secretary of Study Program	Dean's Staff	Study Programs Staff	Lecturer	Teaching Staff	University Students	Requirements	Time	Output
1	The Head of Study Program coordinates with the course coordinator in a meeting at the end of the semester								1.End of semester	On Schedule	Meeting
2	The course coordinator conveys the results of learning outcomes in each course								1.End of semester	On Schedule	Reports on Learning Outcomes
3	Lecturers respond and provide input on the results of learning outcomes for each course								1.End of semester	On Schedule	Inputs and Evaluation
4	The results of the meeting of learning outcomes are documented in both hardcopy and softcopy								1.End of semester	1 Week	Submission of Reports on Learning Outcomes
5	The secretary of study program collects and archives these documents according to the course								1.End of semester	1 Week	Archiving
											

**WORKING PROCEDURE**

**AGROTECHNOLOGY STUDY PROGRAM**

**FACULTY OF AGRICULTURE**


**UNIVERSITAS MUHAMMADIYAH YOGYAKARTA**



**OFFLINE LEARNING OUTCOME TEST (UCP)**

RATIFICATION		
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## **A. OBJECTIVE**

As a guide in the offline learning outcome test (UCP) process

## **B. SCOPE**

Standard Operational Procedure is carried out within the scope of offline learning outcome test activities in the Agrotechnology Study Program, Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta.

## **C. TERMS AND DEFINITION**

- C.1 Test is a limited way of measuring a person's abilities.
- C.2 Learning Outcomes are the abilities obtained through the internalization of knowledge, attitudes, skills and competencies.
- C.3 Learning Outcomes Test Questions are questions to determine the abilities obtained through the internalization of knowledge, attitudes, skills, and competencies.

## **D. REFERENCES**


- D.1 Decree of the Rector of the Universitas Muhammadiyah Yogyakarta Number 158-S-SK-UMY-VIII-2016 concerning Academic Guidelines
- D.2 Ristekdikti Regulation No. 44 of 2015 concerning SN DIKTI

## **E. RELATED PARTIES**

- E.1 Head of Study Program
- E.2 Lecturers and Groups of Competency Lecturers

## **F. RELATED DOCUMENTS**


- F.1 Learning Outcomes Test Questions
- F.2 KPT
- F.3 Semester Learning Design (SPL/RPS)

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## G. MECHANISM / PROCEDURE FLOW







- G.1 The Head of Study Program announces to the lecturer team of subject groups to prepare questions for semester learning outcome test
- G.2 The head of lecturer team of subject group coordinates the preparation of learning outcome test questions based on the RPS with the teaching team
- G.3 The head of lecturer team of subject group collects the test questions for the semester learning outcome test to the Head of Study Program / Secretary of the Study Program
- G.4 The Head of the Study Program assigns the Study Program Quality Control Group (GKM) to verify and validate learning achievement exams
- G.5 Study Program GKM verifies and validates the learning outcome test
- G.6 Study Program GKM provides the results of verification and validation of learning outcome test to the head of lecturer team of subject group
- G.7 The head of lecturer team of subject group made improvements to the test questions on learning outcomes with the lecturer team
- G.8 The head of the lecturer team returns the revised learning outcome test questions to Study Program GKM
- G.9 GKM Study Program signs a statement of verified learning outcome test questions and submits it to the Secretary of the Study Program / Head of Study Program
- G.10 The Head of Study Program validates the verification statement and validation of the learning test questions



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### Offline Learning Outcome Test (UCP) Flowchart

No	Procedure	Executors							Quality Standard		
		Head of Study Program	Secretary of Study Program	Dean's Staff	Study Programs Staff	Lecturer	Teaching Staff	University Students	Requirements	Time	Output
1	The Head of Study Program announces to the lecturer team of subject groups to prepare questions for semester learning outcome test								1. End of Semester	On schedule	Formulation of Test Questions
2	The head of lecturer team of subject group coordinates the preparation of learning outcome test questions based on the RPS with the teaching team								End of Semester	1 week	Coordination of Preparation of Test Questions
3	The head of lecturer team of subject group collects the test questions for the semester learning outcome test to the Head of Study								1. Curriculum structure	1 week	Collection of Test Questions

	Program / Secretary of the Study Program										
4	The Head of the Study Program assigns the Study Program Quality Control Group (GKM) to verify and validate learning achievement exams								1. Curriculum structure	1 week	Submission of Questions to the Study Program GKM
5	Study Program GKM verifies and validates the learning outcome test								1. Curriculum structure	1 week	Study Program GKM Verification
6	Study Program GKM provides the results of verification and validation of learning outcome test to the head of lecturer team of subject group								1. Curriculum structure	1 week	Returns of Test Questions
7	The head of lecturer team of subject group made improvements to the test questions on learning outcomes with the lecturer team								1. Curriculum structure	1 week	Revising TestQuestions According to GKM Direction
8	The head of the lecturer team returns the revised learning outcome test questions to Study Program GKM								1. Curriculum structure	1 day	Returning Test Questions to GKM
9	GKM Study Program signs a statement of verified learning outcome test questions and submits it to the Secretary of the Study Program / Head of Study Program								1. Curriculum structure	1 day	Submission of Test Questions to the Head of Study Program



10	The Head of Study Program validates the verification statement and validation of the learning test questions								1. Curriculum structure	1 day	Validation of Test Questions
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**AGROTECHNOLOGY STUDY PROGRAM**  
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**UNIVERSITAS MUHAMMADIYAH YOGYAKARTA**



**ASSESSMENT**

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## **A. OBJECTIVE**

As a guide in the assessment process

## **B. SCOPE**

Standard Operational Procedure is carried out within the scope of assessment activities in the Agrotechnology Study Program, Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta.

## **C. TERMS AND DEFINITION**

C.1 Assessment is the process of collecting and processing information to measure the achievement of student learning outcomes in various ways and various assessment tools for student learning.

## **D. REFERENCES**


- D.1 Decree of the Rector of the Universitas Muhammadiyah Yogyakarta Number 158-S-SK-UMY-VIII-2016 concerning Academic Guidelines
- D.2 Ristekdikti Regulation No. 44 of 2015 concerning SN DIKTI

## **E. RELATED PARTIES**

- E.1 Head of Study Program;
- E.2 Secretary of the Study Program
- E.3 Lecturers and Competency Lecturers Groups


## **F. RELATED DOCUMENTS**

- F.1 Learning Outcomes Test Results
- F.2 KPT
- F.3 Semester Learning Design (SPL/RPS)






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## G. MECHANISM / PROCEDURE FLOW

- G.1 The Head of Study Program gives announcement to the lecturer team of subject groups to record the results of the semester learning achievements and all assessment components
- G.2 The head of lecturer team of subject groups collects all components of student assessment from the beginning of learning until the learning outcome test
- G.3 The head of lecturer team of subject groups collects a recapitulation of course scores from the Dean Staff
- G.4 Dean's staff enter the score of courses into the academic system (SIMAK)
- G.5 Students access SIMAK or online KRS to see the results of the course assessments taken

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### Assessment Flowchart

No	Procedure Description	Executors							Quality Standard		
		Head of Study Program	Secretary of Study Program	Dean's Staff	Study Programs Staff	Lecturer	Teaching Staff	University Students	Requirements	Timing	Output
1	The Head of Study Program gives announcement to the lecturer team of subject groups to record the results of the semester learning achievements and all assessment components								1. End of Semester	1 Week	Final Assessment Coordination
2	The head of lecturer team of subject groups collects all components of student assessment from the beginning of learning until the learning outcome test								1. Curriculum structure	1 Week	Final Score Collection
3	The head of lecturer team of subject groups collects a recapitulation of course scores from the Dean Staff								1. Curriculum structure	1 Week	Score Recapitulation
4	Dean's staff enter the score of courses into the academic system (SIMAK)								1. Curriculum structure	1 Week	Inputting Score into the Academic System
5	Students access SIMAK or online KRS to see the results of the course assessments taken									1 week	

**WORKING PROCEDURE**

**AGROTECHNOLOGY STUDY PROGRAM**

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**RTL VALUE ANALYSIS**

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	<b>UNIVERSITAS MUHAMMADIYAH YOGYAKARTA</b>	Document number : PK/UMY/021/008
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	<b>RTL VALUE ANALYSIS</b>	No./Date of Revision : 00
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## **A. OBJECTIVE**

As a guide in the process of analyzing the RTL value

## **B. SCOPE**

This Standard Operational Procedure is carried out within the scope of RTL value analysis activities in the Agrotechnology Study Program, Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta.

## **C. TERMS AND DEFINITION**

C.1 RTL value analysis is an activity that contains a number of activities such as breaking down, differentiating, sorting something to be classified and regrouped according to the criteria on the value of the follow-up plan (RTL)

## **D. REFERENCES**


- D.1 Decree of the Rector of the Universitas Muhammadiyah Yogyakarta Number 158-S-SK-UMY-VIII-2016 concerning Academic Guidelines
- D.2 Ristekdikti Regulation No. 44 of 2015 concerning SN DIKTI

## **E. RELATED PARTIES**

- E.1 Head of Study Program;
- E.2 Secretary of the Study Program
- E.3 Lecturer


## **F. RELATED DOCUMENTS**

- F.1 Curriculum
- F.2 Lecture schedule
- F.3 Teaching Decree
- F.4 Plotting of Teaching Lecturers





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#### **G. MECHANISM / PROCEDURE FLOW**

- G.1 The Head of Study Program submits the follow-up plan (RTL) for semester courses in the monthly study program meeting two months after the lecture ends
- G.2 Lecturers respond and provide input on follow-up plans (RTL)
- G.3 The Head of Study Program recapitulates the results of the discussion meeting related to RTL and submits it to the Secretary of the Study Program
- G.4 The Secretary of the Study Program distributes the results of the recap to each lecturer who teaches the course
- G.5 Lecturers apply and carry out the results of the follow-up plans for each subject in the following semester

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### RTL Value Analysis Flowchart

No	Uraian Prosedur	Executors							Quality Standard		
		Head of Study Program	Secretary of Study Program	Dean's Staff	Study Program Staff	Lecturers	Teaching Staff	University Students	Requirements	Timing	Output
1	The Head of Study Program submits the follow-up plan (RTL) for semester courses in the monthly study program meeting two months after the lecture ends								1. End of Semester	1 day	RTL Draft
2	Lecturers respond and provide input on follow-up plans (RTL)								1. Curriculum Structure	1 day	RTL Revision
3	The Head of Study Program recapitulates the results of the discussion meeting related to RTL and submits it to the Secretary of the Study Program								1. Curriculum Structure	1 day	RTL Results
4	The Secretary of the Study Program distributes the results of the recap to each lecturer who teaches the course								1. Curriculum Structure	1 Week	RTL Results
5	Lecturers apply and carry out the results of the follow-up plans for each subject in the following semester								1. Curriculum Structure	On Schedule	RTL Implementation

**WORKING PROCEDURE**

**AGROTECHNOLOGY STUDY PROGRAM**

**FACULTY OF AGRICULTURE**


**UNIVERSITAS MUHAMMADIYAH YOGYAKARTA**



**CBC EVALUATION AND ASSESSMENT**

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## **A. OBJECTIVE**

As a guide in the process of evaluating and assessing the CBC and ensuring the implementation of the CBC Evaluation and Assessment activities that are accurate, orderly and well in accordance with applicable regulations based on the competency standards achieved by students that have been determined in a course

## **B. SCOPE**

B.1. CBC Evaluation and Assessment is a series of activities carried out by a lecturer which is carried out in a planned and directed manner in accordance with the objectives of competency attainment based on competency standards achieved by students who have been assigned to a course at the Universitas Muhammadiyah Yogyakarta


## **C. TERMS AND DEFINITION**

C.1. CBC Evaluation and Assessment are activities that are carried out in an integrated manner in a learning process and are activities that are inseparable from the learning process, because assessment in the context of CBC is not only results oriented but also the learning process;

C.2. The CBC Evaluation and Assessment functions to measure the level of success of students in achieving competence and at the same time as feedback for the improvement of the learning process in the implementation of CBC, lecturers need to continuously follow the development of students' abilities in mastering competencies in accordance with the demands and conducted at least 15 meetings. .

## **D. REFERENCES**

- D. 1 Decree of the Rector of the Universitas Muhammadiyah Yogyakarta Number 158-S-SK-UMY-VIII-2016 concerning Academic Guidelines
- D. 2 Ristekdikti Regulation No. 44 of 2015 concerning SN DIKTI

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#### **E. RELATED PARTIES**


- E.1 Deputy Dean for Academic Affairs;
- E.2 Head of Study Program;
- E.3 Lecturer;
- E.4 Administration.

#### **F. RELATED DOCUMENT**

- F.1. List of Assessment

#### **G. MECHANISM / PROCEDURE FLOW**

- F.1. The Vice Dean for Academic Affairs conveyed the provisions that must be observed, obeyed and stipulated by the University and the Faculty to the Head of the Study Program at the meeting of the faculty leadership as well as the head of the study program;
- F.2. The Head of the Study Program submits the results of the meeting with the Deputy Dean for Academic Affairs to the Lecturers at the study program meeting which is held at the beginning of the semester;
- F.3. Lecturers provide socialization to students about the scope of evaluation and assessment carried out in the CBC which includes cognitive, psychomotor and affective domains, as well as paying attention to learning processes and outcomes, it is necessary to convey that a lecturer is required to be able to use assessment techniques and instruments relevant to the standard formulation competencies, basic competencies, indicators set for a course so that every aspect of student development can be measured;
- F.4. F.4. Lecturers convey to students the types of evaluation and assessment in the context of CBC which are structured activities for one semester and are carried out comprehensively and integrated with the learning process with the aim of determining the level of student competency achievement and as feedback for the improvement of the learning process;

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F.5. Lecturers carry out various types of evaluations that can be used in the CBC assessment system with the hope of obtaining data and information as the basis for determining a student's success rate in mastering the competency formulation of the courses being taught, which include the following;


- a. Quiz;
- b. Individual task;
- c. Group task;
- d. Assignment presentations and discussions;
- e. Practicum report;
- f. Competence test;

D.6. Lecturers get the evaluation results and process the data quantitatively so that the results of the initial evaluation will be numbers. Based on this figure is then interpreted as a level mastery of a student's competence. Evaluation can be carried out after the end of one subject or at the end of the semester;

D.7. Lecturers must convey to students about the rating scale for each indicator in categorical or numeric form. For the categorical rating scale, the indicator rating criteria are described in qualitative terms: always, sometimes, rarely, never. In numerical form, the indicator assessment criteria can be stated in the following numbers:

D.8. The lecturer determines the final grade which is classified as passed or not passed. If they pass it means that they have reached the specified competency, not passing means that they haven't reached the competency. For those who have not reached the specified competencies, a remedy program is needed;


D.9. Lecturers are obliged to pay attention to the final assessment table that has been set as the standard and will be listed in the transcript of the applicable grades at the University of Muhammadiyah Yogyakarta as follows:

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Interval score	Weight	Meaning
$A \geq 85$	4	Excellent
$80 \leq AB < 85$	3,5	Very good
$70 \leq B < 80$	3	Good
$65 \leq BC < 70$	2,5	More than enough
$55 \leq C < 65$	2	Enough
$40 \leq D < 55$	1	Less
$E < 40$	0	Failed

- D.10. The lecturer submits the final score list of the processed evaluation results to the Administration of the Faculty of Agriculture;
- D.11. Administration of the Faculty of Agriculture input scores into the Academic Information System (SIMAK);
- D.12. Students see the results of the evaluation through [www.krs.umy.ac.id](http://www.krs.umy.ac.id);
- D.13. The head of the study program evaluates the implementation of the CBC curriculum assessment at the end of each semester.









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**CBC Evaluation and Assessment Flowchart**

NO	Procedure	Executors				University Students	Quality Standard		
		Deputy Dean	Head of Study Program	Lecturer	Administration		Requirements	Time	Output
1	The Deputy Dean for Academic Affairs conveyed the provisions that must be considered to the Head of the Study Program at the faculty leadership meeting.							1 month before semester	Minutes of meeting Attendance List
2	The Head of the Study Program delivers the results of the meeting with the Deputy Dean for Academic Affairs to the Lecturer							1 month before semester	Minutes of meeting Attendance List
3	Lecturers provide socialization to students about the scope of evaluation and assessment carried out in CBC							1 <sup>st</sup> Meeting	Announcement
4	Lecturers convey to students the types of CBC Evaluation and Assessment which are structured activities for one semester							2 <sup>nd</sup> Meeting	Announcement
5	Lecturers must convey to students about the grading scale for each indicator in categorical / numeric form							2 <sup>nd</sup> Week	Worksheets / Tasks
6	Lecturers carry out various types of evaluation in the CBC assessment system							2 <sup>nd</sup> – 16 <sup>th</sup> week	Announcement



7	The lecturer determines the final score which is classified as pass / not pass.							17 <sup>th</sup> week	Score List
8	Lecturers are required to pay attention to the final assessment table that has been set as the standard ( <b>A, AB, B, BC, C, D, E</b> )							18 <sup>th</sup> Week	Score List
9	The lecturer submits the final score list of the evaluation results to the Administration of the Faculty of Agriculture							18 <sup>th</sup> Week	Score List
10	Administration of the Faculty of Agriculture enters the score into the Academic Information System (SIMAK)							10 minutes	Score List
11	Students see the evaluation results through <i>www.krs.umy.ac.id</i> .							10 minutes	KHS
12	The head of the study program evaluates the implementation of the CBC assessment at the end of each semester							20 <sup>th</sup> week	Evaluation Sheet / Evaluation Report


**WORKING PROCEDURE**  
**AGROTECHNOLOGY STUDY PROGRAM**  
**FACULTY OF AGRICULTURE**  
**UNIVERSITAS MUHAMMADIYAH YOGYAKARTA**



**SUBMISSION OF COURSE GRADE**

RATIFICATION		
Ratified by:	Checked by:	Prepared by:
Dean	Head of Study Program	Quality Team of Study Program
Ir. Indira Prabasari, M.P., Ph.D	Innaka Ageng Rineksane, S.P., M.P., Ph.D	Dr. Lis Noer Aini, S.P., M.Si
NIP. 196808201992032018	NIK. 19721012200004133050	NIK. 19730724200004133051

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## **A. OBJECTIVE**

As a guide in the process of submitting course grades and ensuring that the process of submitting test grades/ evaluation of student examinations for regular semesters (odd or even) or non-regular semesters (remedies) runs well, on time, and in accordance with applicable regulations.

## **B. SCOPE**

Standard Operational Procedure is carried out within the scope of course grade submission activities in the Agrotechnology Study Program, Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta.

## **C. TERMS AND DEFINITION**

C.1. Submission of course grades is the final process of the accumulation of the lecturer assessment process on student learning outcomes during the middle of the semester and the end of the semester into the campus cyber system in accordance with applicable regulations.

## **D. REFERENCES**

- D.1 Decree of the Rector of the Universitas Muhammadiyah Yogyakarta Number 158-S-SK-UMY-VIII-2016 concerning Academic Guidelines
- D.2 Ristekdikti Regulation No. 44 of 2015 concerning SN DIKTI

## **E. RELATED PARTIES**

- E.1 Course Lecturer;
- E.2 Administration staff


## **F. RELATED DOCUMENT**

- F.1 Course Grade

## **G. MECHANISM / PROCEDURE FLOW**

F.1. Lecturers receive answer sheet files from the exam / evaluation committee;

F.2. Course lecturers make corrections to student answer sheets for one week after the final exam  
 Prosedur Kerja Penyerahan Nilai Mata Kuliah  
 Versi 9 Juli 2019  
 Evaluation is carried out;

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F.3. In conducting the assessment, the lecturer must use the grade provisions:

No	Letter	Grade weight
1	A	4
2	AB	3,5
3	B	3
4	BC	2,5
5	C	2
6	D	1
7	E	0

F.4. The course lecturer submits the test score to the administrator no later than one week after the final exam/evaluation is carried out;

F.5. Agricultural business administration submits an official report to be filled in by the course lecturer;


F.6. The course lecturer fills in the minutes of submission of test grades in administration no later than one week after the final exam/evaluation is carried out;

F.7. The administration staff accepts grades and minutes that have been filled in by the course lecturers;









F.8. Course lecturers are allowed to make changes to the test scores in administration no later than one month after the final exam/evaluation scores are submitted to the administration;

F.9. The administration staff conducts grade entry in the Academic Information System (SIMAK);

F.10. The administration staff files grades and minutes of grade submission.

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### Submission of Course Grade Flowchart

NO	Procedure	Executors			Quality Standard	
		Course Lectures	Faculty Administration	Requirements	Time	Output
1	Subject lecturers receive answer sheet files from the exam / evaluation committee and make corrections to student answer sheets for one week after the final exam / evaluation is carried out				1 Week	Result of answer sheet correction
2	The lecturer of the course submits the test score to the administration staff (TU of Faculty) no later than one week after the final exam / evaluation is carried out				1 Week	Test score results
3	The administration staff (TU of Faculty) submit an official report to be filled in by the lecturer of the course				2 minutes	Exam minutes
4	Course lecturers fill out the minutes of submission of exam scores to the administration staff at the latest one week after the final exam / evaluation is carried out				1 Week	The results of the exam minutes
5	The administration staff receive grades and minutes that have been filled in by the course lecturer.				1 minute	Test scores and exam minutes
6	Course lecturers are allowed to make changes to the exam scores in the administration staff room no later than one month after the final exam / evaluation scores are submitted to the administration				1 month Maximum	Change in Course Grades
7	The administration staff (TU of Faculty) input the grades in the Academic Information System (SIMAK)				10 minutes per class	The grades are listed on SIMAK
8	The administration staff (TU of Faculty) archive grades and report submission grades				5 minutes	Score Result Archives and Exam Minutes