





ASEAN University Network-Quality Assurance

Agrotechnology Study Program, Faculty of Agriculture Universitas Muhammadiyah Yogyakarta

AGROTECHNOLOGY STUDY PROGRAM

FACULTY OF AGRICULTURE

UNIVERSITAS MUHAMMADIYAH YOGYAKARTA



UCP VERIFICATION AND VALIDATION

RATIFICATION										
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Dean	Head of Study Program	Quality Team of Study Program								
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UCP VERIFICATION AND VALIDATION

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

Prosedur Kerja Verifikasi dan Validasi UCP Versi 9 Juli 2019



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UCP VERIFICATION AND VALIDATION

- 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



UCP VERIFICATION AND VALIDATION

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UCP Verification and Validation Flowchart

			Executors						Quality Standard		
No	0	Head of Study Program	Secretary of Study Program	Dean's Staff	Study Program Staff		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

AGROTECHNOLOGY STUDY PROGRAM

FACULTY OF AGRICULTURE

UNIVERSITAS MUHAMMADIYAH YOGYAKARTA



OFFLINE LEARNING OUTCOME TEST (UCP)

RATIFICATION										
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OFFLINE LEARNING OUTCOME TEST (UCP)

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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

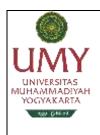
E. RELATED PARTIES

- 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)

Prosedur Kerja Ujian Capaian Pembelajaran Versi 9 Juli 2019



OFFLINE LEARNING OUTCOME TEST (UCP)

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- 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



OFFLINE LEARNING OUTCOME TEST (UCP)

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Offline Learning Outcome Test (UCP) Flowchart

			Executors					Quality Standard			
No	Procedure	Study	Secretary of Study Program	Dean's Staff	Study Program Staff		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								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				Curriculum structure	1 week	Submission of Questions to the Study Program GKM
5	Study Program GKM verifies and validates the learning outcome test		+		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				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				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				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				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								Curriculum structure	1 day	Validation of Test Questions
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AGROTECHNOLOGY STUDY PROGRAM

FACULTY OF AGRICULTURE

UNIVERSITAS MUHAMMADIYAH YOGYAKARTA



ASSESSMENT

RATIFICATION							
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ASSESSMENT

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

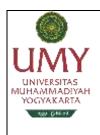
E. RELATED PARTIES

- 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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ASSESSMENT

- 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



ASSESSMENT

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Assessment Flowchart

					Executor	S			Quality Standard	
No	Procedure Description	Head of Study Program	Secretary of Study Program	Dean's Staff	Study Program Staff		University Students	Requirements	Timing	Output
	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							Curriculum structure	1 Week	Score Recapitulatio n
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
J	Students access SIMAK or online KRS to see the results of the course assessments taken								1 week	

AGROTECHNOLOGY STUDY PROGRAM

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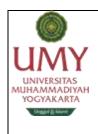


RTL VALUE ANALYSIS

RATIFICATION							
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RTL VALUE ANALYSIS

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

Prosedur Kerja Analisis Nilai RTL Versi 9 Juli 2019



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RTL VALUE ANALYSIS

- 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



RTL VALUE ANALYSIS

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RTL Value Analysis Flowchart

			Executors				Quality Standard				
No	Uraian Prosedur	Study	Secretary of Study Program	Staff	Study Program Staff	Lecturer s	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
	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
	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 Implementatio n

AGROTECHNOLOGY STUDY PROGRAM

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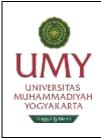
CBC EVALUATION AND ASSESSMENT

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 NoerAini, S.P., M.Si					
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CBC ASSESSMENT AND EVALUATION

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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

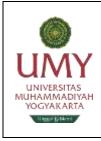
B.1. CBC Evaluation and Assessment is a series of activities carried out by a lecturer which is carried out in a planned and directed manner in accordance with the objectives of competency attainment based on competency standards achieved by students who have been assigned to a course at the Universitas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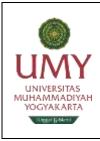
E. RELATED PARTIES

- 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

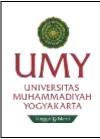
- F.1. The Vice Dean for Academic Affairs conveyed the provisions that must be observed, obeyed and stipulated by the University and the Faculty to the Head of the Study Program at the meeting of the faculty leadership as well as the head of the study program;
- F.2. The Head of the Study Program submits 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;



CBC ASSESSMENT AND EVALUATION

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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 ≥ 85	4	Excellent
$80 \le AB < 85$	3,5	Very good
$70 \le B < 80$	3	Good
$65 \le BC < 70$	2,5	More than enough
$55 \le C < 65$	2	Enough
$40 \le D < 55$	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;
- D.13. The head of the study program evaluates the implementation of the CBC curriculum assessment at the end of each semester.



CBC EVALUATION AND ASSESSMENT

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CBC Evaluation and Assessment Flowchart

		Executors			Quality Standard		dard	
NO	Procedure	Deputy Dean	Head of Study Program	Lecturer	Administ ration	 Requir ements	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 st Meeting	Announcem ent
4	Lecturers convey to students the types of CBC Evaluation and Assessment which are structured activities for one semester			*			2 nd Meeting	Announcem ent
5	Lecturers must convey to students about the grading scale for each indicator in categorical / numeric form						2 nd Week	Worksheets / Tasks
6	Lecturers carry out various types of evaluation in the CBC assessment system						$2^{nd}-16^{th}$ week	Announcem ent

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

AGROTECHNOLOGY STUDY PROGRAM

FACULTY OF AGRICULTURE

UNIVERSITAS MUHAMMADIYAH YOGYAKARTA

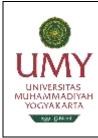


SUBMISSION OF COURSE GRADE

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SUBMISSION OF COURSE GRADE

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

- 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** uation 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	В	3				
4	BC	2,5				
5	С	2				
6	D	1				
7	Е	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

		Executors			Quality Standard	
NO	Procedure	Course Lectures	Faculty Administr ation	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