


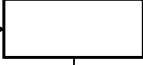
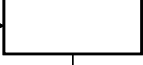
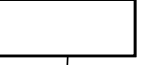
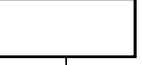
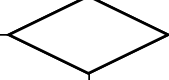



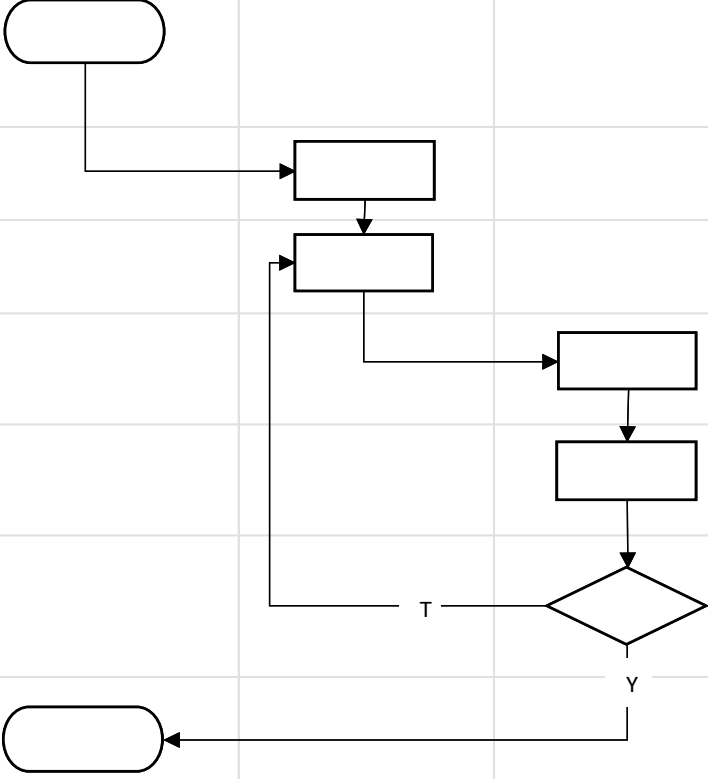



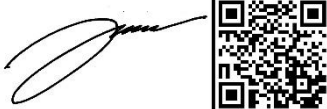


**MINISTRY OF EDUCATION AND CULTURE  
MATARAM UNIVERSITY  
FACULTY OF FOOD TECHNOLOGY AND AGROINDUSTRY**

	SOP NUMBER	261/UN18.F10/PS/2022
	CREATED DATE	October 27 , 2020
	REVISION DATE	
	EFFECTIVE DATE	
	ENDORSED BY	<p style="text-align: center;">Head of Study Program Agricultural Engineering</p> <div style="text-align: center;">   </div> <p style="text-align: center;">Murad, SP, MP. NIP. 19751231 200801 1 023</p>
<b>LEGAL BASIS</b>	SOP NAME	VERIFICATION OF EXAM QUESTIONS
<ol style="list-style-type: none"> <li>1. Regulation President Republic of Indonesia Number 47 of 2009 concerning Formation and Organization of State Ministries.</li> <li>2. Regulation President Republic of Indonesia Number 24 of 2010 concerning position , duties , and functions ministries of state as well arrangement organization , tasks , and functions echelon I Ministry of State</li> <li>3. Regulation minister utilization State Apparatus and Bureaucratic Reform Republic of Indonesia Number 3 of 2016 concerning organization and work procedures of the Ministry of Empowerment State Apparatus and Bureaucratic Reform</li> </ol>	<b>IMPLEMENTER QUALIFICATION</b>	
		<ol style="list-style-type: none"> <li>1. Own ability simple data processing .</li> <li>2. Own ability about Use System Information Academic .</li> </ol>
<b>LINKAGES</b>	<b>TOOLS</b>	
<ol style="list-style-type: none"> <li>1. Standard of Mataram University Quality .</li> <li>2. Standard FATEPA Quality</li> </ol>	<ol style="list-style-type: none"> <li>1. Question exam</li> <li>2. Verification sheet question</li> <li>3. Verification results question</li> </ol>	
<b>WARNING</b>	<b>RECORDING AND DATA COLLECTION</b>	
<ol style="list-style-type: none"> <li>1. Verification question done For question exam eye lectures held at FATEPA UNRAM ( has code eye TPF course ).</li> <li>2. Verification question done to question Midterm Semester (UTS) and Final Semester (UAS).</li> <li>3. Evaluation suitability question exam with existing criteria . _</li> <li>4. Delivery results verification question to lecturer eye the college concerned .</li> <li>5. Delivery results verification question to Sub- sections Academic FATEPA UNRAM for processed .</li> </ol>	<p>Lecturer potent deliver question exams and sheets verification to the TEP Study Program admin and forward to UPM TEP Study Program for get results verification question exam .</p>	

6. Flowchart of verification of exam questions

No.	Activity	Executor			Raw Quality		
		Program Admin	Lecturer	UPM TEP Study Program	Completeness	Time	output
1.	Deputy of Dean 1 through the FATEPA UNRAM Academic Subdivision announced the collection of exam questions to lecturers.					1 day	
2.	Compose and create exam questions.					7 days	Exam questions
3.	Send exam questions to UPM TEP Study Program.					1 day	Exam questions
4.	Evaluate the questions according to the existing assessment criteria.				Question verification sheet	1 day	Verification results of exam questions
5.	Verify the status of the questions after the assessment is carried out.				Verification results of exam questions	1 day	
6.	Inform the relevant lecturers to make improvements.					1 day	Revision of exam questions
7.	Submit to the FATEPA UNRAM Academic Subsection to process questions.					1 day	The exam questions have been verified



Process	Person to Responsible			Date
	Name	Position	Signature	
1. Agreement	Murad, SP, MP.	Head of the UNRAM Agricultural Engineering Study Program		4 November 2022
2. Inspection	Gagassage Nanaluih De Side, ST, MT	Head of Guarantee Unit Quality of Agricultural Engineering Study Program		2 November 2022
3. Formulation	Dr. Joko Sumarsono STP, MP	Secretary of TEP Study Program		1 November 2022
	Ince Siti Wardatullatifah S, S.TP., M.Si	Lecturer		1 November 2022



**KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN  
UNIVERSITAS MATARAM  
FAKULTAS TEKNOLOGI PANGAN DAN AGROINDUSTRI  
PROGRAM STUDI TEKNIK PERTANIAN**

Jl. Majapahit 62 Mataram - +62 370 649879 - fatepa@unram.ac.id

**ASSESSMENT CRITERIA FOR EXAM VERIFICATION**

Subject :  
Question Compiler :

No	Criteria	Standard	Compatibility			
			0	1	2	3
1	Analysis of cognitive aspects and level of difficulty	The material is arranged according to the chronological order of learning				
		Compliance with CPMK				
		Order and percentage of cognitive aspects				
		The order and percentage of the difficulty level of the questions				
		Appropriateness of the proportion/percentage of questions for each level				
<b>Gain score</b>						
2	Question grid	Cognitive aspects and level of difficulty in the analysis				
		Operational verbs according to the cognitive aspect				
		The formulation of questions according to the question indicators				
<b>Gain score</b>						
3	Question Sheet	Complete identity				
		Instructions for working on questions are appropriate and complete				
		Preparation of questions according to the rules of the correct language				
		The appearance and layout of the questions looks neat				
<b>Gain score</b>						
4	Answer Key Sheet	The answer key to multiple choice questions is correct and complete				
		The answer key to the description questions is correct and complete				
<b>Gain score</b>						
5	Rating Normal	The scoring and weighting of the multiple choice questions were appropriate				
		The scoring and weighting of the description questions are appropriate				
<b>Gain score</b>						

Information : :

0 = Not up to standard

2 = meet the standard

1 = under standar

3 = Up the standard

$$\text{Final score} = \frac{(N1 + N2 + N3 + N4 + N5)}{5} = \dots\dots$$