



MINISTRY OF EDUCATION, CULTURE, RESEARCH
AND TECHNOLOGY

UNIVERSITY OF TRUNOJOYO MADURA
AGRIBUSINESS OF STUDY PROGRAM

Raya Telang Street, PO BOX 2 Kamal, Bangkalan-Madura

Phone: (031) 3011146, Fax: (031) 3011506

www.trunojoyo.ac.id

Midterm Examination (UTS) and Final Semester Examination (UAS) Regulations

For the smooth implementation of the Midterm Examination (UTS) and Final Semester Examination (UAS) in the Agribusiness Study Program, Faculty of Agriculture, Universitas Trunojoyo Madura, the following regulations are implemented:

Rules for students

1. Every student who will take the exam must fulfill the following conditions:
 - a. Actively registered as a student for the current semester and in the class of the course being followed
 - b. Attendance is at least 80%, for students whose attendance is less, please submit a dispensation to the lecturer in Charge of the Course (PJKM) before the exam takes place and has been signed by the PJKM lecturer.
 - c. Have fulfilled the related academic requirements.
2. Must be present 10 (ten) minutes before the exam is held.
3. Must be dressed, polite and shod. T-shirts, jackets, sweaters, shirts with open buttons, suits, and or scarves are prohibited.
4. Must comply with the rules by sitting according to the exam number and not allowed to change the seating arrangement.
5. Take the exam independently, not allowed to cooperate or communicate with other parties.
6. Not allowed to open books, e-books, or other sources during the exam, unless the exam is open.
7. Not allowed to leave the room before handing over the exam file to the invigilator.
8. Examinees are required to place their bags in front of the class during both open and closed examinations.
9. Any equipment not used in the exam must be placed in the bag (pencil boxes are not allowed to be placed on the student's desk).
10. All kinds of gadgets must be put in the bag (in silent condition) and are not allowed to be carried by participants during the exam.



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11. The exam will be supervised by the supervisor and/or lecturer.
12. Errors in the exam schedule due to student error are the responsibility of the student concerned.
13. For students who are unable to attend according to the scheduled exam schedule:
 - a. If it is due to an assignment from the Study Program / Department / Faculty / University, they can take a follow-up exam by showing an assignment letter to the Lecturer in Charge of the Course;
 - b. If it is due to illness, you can take a follow-up exam by showing a sick certificate from the Puskesmas or Hospital to the PJMK lecturer;
14. If other than the above reasons, you cannot take the follow-up exam and are considered not taking the exam.
15. For students who apply for a make-up exam:
 - a. The make-up exam is conducted independently by the lecturer.
 - b. The implementation of the follow-up exam is in accordance with the agreement of the PJMK Lecturer, which does not exceed the exam schedule according to the academic calendar

Rules for Lecturers

1. Lecturers must fulfill a total of 14 lecture meetings (for MK 2 credits and 3 credits) and must complete the minutes of lectures in their respective google class rooms.
2. The exam questions are made according to the template and given a description of the processing time, and the score / points for each number.
3. Lecturers collect questions according to the schedule informed by the Faculty. Exceeding this limit, lecturers must duplicate the exam questions themselves.
4. Lecturers are required to monitor the implementation of the exam, related to the clarity of the questions or other matters.
5. Keeping, correcting, and assessing student answer sheets, and grade transparency to students.



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Rules Exam for the Invigilator

1. The invigilator must be present on time according to the exam schedule that has been determined.
2. The invigilator provide briefings on exam techniques, clarity of questions, and other related matters.
3. The invigilator monitors the total number of students present and ensures students to fill in the exam attendance.
4. The invigilator monitors the implementation of the exam and is encouraged to actively remind students about the time limit for working on answers per question.
5. The invigilator are required to fill in the Examination Minutes provided by the committee during the exam.
6. The invigilator collect student exam sheets and submit them to the PJMK lecturer.

Coordinator of Agribusiness Study Program,

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