

**GUIDELINES FOR SEMESTER EXAMINATIONS
STATE ISLAMIC UNIVERSITY OF WALISONGO
SEMARANG**



CENTRE FOR LEARNING DEVELOPMENT
Quality Assurance and Learning Development Agency of UIN Walisongo Semarang
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CHAPTER I

INTRODUCTION

A. Background

The Government of the Republic of Indonesia has established the principles of organisation, educational levels or strata, the structuring of faculties, departments, study programmes and other matters so that higher education institutions can perform their roles to the fullest. One of the most important provisions for the growth and development of universities as academic communities is the establishment of several provisions for the implementation of the Semester Credit System (SKS). The implementation of SKS in higher education institutions provides students with ample opportunity to determine and choose the programmes they wish to enrol in according to their respective talents, interests and abilities. In addition, the implementation of this system also gives students the freedom to determine the pace at which they complete their studies, taking into account their respective academic abilities as reflected in their academic achievements.

Referring to the 2024 UIN Walisongo Academic Guidelines, educational activities at UIN Walisongo began using the semester credit system (SKS) in the 1990/1991 academic year, with various advantages and disadvantages. Since 1995/1996 until now, the implementation of the SKS has continued to be refined and strengthened, in accordance with UIN Walisongo's vision as an excellent and internationally competitive Islamic university.

In the overall learning or lecture process using SKS as described above, the implementation of examinations is an important part of ensuring that the learning process runs well in accordance with the procedures and principles determined. Examinations are an evaluation tool to measure students' understanding of the material that has been taught and studied. This is in accordance with the Minister of Education and Culture Regulation No. 3 of 2020 concerning National Standards for Higher Education, which emphasises the importance of evaluation in the learning process. Examinations help students develop academic and professional competencies. Law No. 12 of 2012 concerning Higher Education states that higher education aims to produce competent and integrity graduates.

The implementation of examinations with integrity greatly supports the realisation of quality assessment in education, as exam results can be used as an indicator of the quality of education in higher education institutions. Government Regulation (PP) No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions emphasises the importance of assessing the quality of education. Similarly, examinations can improve the accountability of the learning process in higher education institutions. With examinations, lecturers and educational institutions can be held accountable for the quality of education provided.

In particular, mid-semester and end-of-semester examinations in the overall lecture and practicum process are an important aspect of learning, as they are a benchmark for the fulfilment of learning outcomes. Along with the development of science and technology and changes in education policy, the assessment has also

undergone changes in terms of principles, techniques, instruments, and mechanisms. The paradigm shift in assessment as outlined in Permendikbud No. 3 of 2020 and the national education qualification framework guidelines requires that assessment must consider the principles of 1) education, 2) authenticity, 3) objectivity, 4) accountability, and 5) transparency, which are carried out in an integrated manner for each course.

Therefore, in line with UIN Walisongo's vision of achieving a superior and globally competitive Islamic university with the distinctive integration of Islam and science, the existence of learning assessment guidelines needs to be formulated as a reference in the implementation of the learning process at UIN Walisongo.

Thus, final semester examinations and mid-semester examinations play a crucial role in enhancing the quality of higher education, as well as ensuring that students possess the competencies required for future success.

B. Legal Basis

The legal basis for the formulation of these assessment guidelines includes:

1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System;
2. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education;
3. Government Regulation No. 04 of 2014 on the Implementation of Higher Education and the Management of Higher Education Institutions;
4. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 concerning the Indonesian National Qualifications Framework;
5. Ministry of Education and Culture Regulation No. 3 of 2020 concerning National Standards for Higher Education;
6. Regulation of the Minister of Religious Affairs of the Republic of Indonesia No. 7 of 2023 concerning the Statute of State Islamic University of Walisongo Semarang;
7. Academic Guidelines of State Islamic University of Walisongo Semarang for the 2024/2025 Academic Year;
8. Guidelines for the Development of Higher Education Curricula in the 4.0 Era to support Merdeka Belajar (Independent Learning) Campus learning, Directorate General of Higher Education, Ministry of Education and Culture.

C. Purpose

The purpose of developing these Examination Guidelines is as follows:

1. To serve as a reference for administrators and lecturers in conducting examinations as part of the assessment of the learning process and outcomes in accordance with the National Education Standards and Higher Education Standards.
2. To serve as a benchmark in planning, implementing, controlling, supervising, ensuring quality, and evaluating learning, particularly in the aspect of assessment.

3. To serve as a guide for maintaining academic integrity and Islamic values in every assessment process.

D. Objectives

The target audience for this examination guide is:

1. Faculties and Postgraduate Programmes, as a basis for formulating policies related to the achievement of education standards, in the field of learning assessment through the implementation of examinations at the faculty level.
2. Study programmes, as a basis for overseeing the achievement of quality standards in assessment, monitoring and evaluation of learning, and the development of lecturers' competencies in learning assessment.
3. Lecturers, as educators who will apply assessment principles and techniques in accordance with UIN Walisongo quality standards.
4. Students, as learners who require information regarding examination implementation and assessment techniques, as well as recipients of learning assessment services.

CHAPTER II

GUIDELINES FOR THE IMPLEMENTATION AND PROCEDURES OF WRITTEN EXAMINATIONS

A. General

In general, the implementation of mid-term and final examinations is regulated in the UIN Walisongo Academic Guidelines, which contain the following points:

1. Mid-term and final examinations are conducted in accordance with the UIN Walisongo academic calendar for each semester in the current academic year.
2. Mid-term and final examinations may be conducted in written, oral, special assignment, and/or seminar formats, in accordance with the policies of the lecturer in charge of the course.
3. Final examinations may only be taken by students who have attended at least 75% of the effective lectures and have completed the required assignments.
4. Practical examinations may only be taken by students who have attended all practical activities and completed the required assignments.
5. The detailed procedures for conducting examinations are regulated by the faculty whilst adhering to these guidelines.

B. Specific Provisions

1. Mid-term and final examinations are held in the middle and at the end of each semester for all courses offered in the relevant semester, except for practical courses, seminars, and theses/dissertations.
2. These examinations are conducted at the UIN Walisongo campus within the time limits for the implementation of UTS/UAS as planned at the beginning of each semester.
3. The implementation of UTS/UAS is coordinated by the Faculty's Permanent Teaching Staff or those appointed by the Faculty for this purpose.
4. Examination supervision is carried out by permanent faculty members. Faculty administrative staff may be appointed to assist with UTS/UAS supervision if required.
5. Examination participants are UIN Walisongo students who have registered for courses offered by the study programme in the relevant semester and have met the minimum attendance requirements.
6. Each examination session shall commence with a prayer and conclude with a prayer as an implementation of Islamic values.

C. Requirements for Taking Written Examinations

Examination participants must meet/observe the following requirements:

1. Student Identity Card (KTM) or other official identification.
2. Completed financial administration.
3. Required examination materials.
4. Wear the specified attire and other required items.
5. For the Final Semester Examination, candidates must meet the attendance requirement of at least 75% of the specified class attendance.
6. Present oneself in a polite and neat manner in accordance with Islamic academic ethics.

D. Rules and Regulations

For written examinations, the following points must be noted:

1. Examinees must be in the examination room at least 10 minutes before the scheduled examination time.
2. If a participant is late by up to 15 minutes from the scheduled time, they are prohibited from entering the examination room and must report to the examination coordinator.
3. If a participant is more than 15 minutes late, they will not be permitted to take the examination.
4. Before the examination papers are distributed, all personal belongings and notes brought into the room must be placed in the designated area specified by the invigilator.
5. Before starting the examination, participants must first check the completeness of the examination papers they have received and immediately request a replacement if the papers received are incomplete.
6. Participants must write their Student Identification Number (NIM), full name, course code, question code (if any), signature, and class for the relevant examination on the space provided on the answer sheet and question sheet.
7. If the examination paper is received as a set, the answer sheet must not be separated from the question paper.
8. Borrowing or lending of equipment during the examination is prohibited.
9. Participants are prohibited from using paper not provided by the Faculty. Lined paper is only provided for certain examinations. If blank paper is not provided, participants may use the blank space on the question paper for calculations.
10. Examination participants are permitted to leave the examination room after the examination has been in progress for more than 30 minutes.
11. Examination participants are strictly prohibited from cheating/ collaborating/assisting/communicating with other participants during the examination.
12. Examinees are not permitted to take home any part or all of the examination questions, except where it is stated in writing that "questions may be taken home".
13. In the event of a violation of examination regulations, the supervisor has the right to record it in the minutes and report it to the examination coordinator without notifying the participant.

14. The use of mobile telephones, tablets, or other gadgets for any reason during the examination is strictly prohibited.
15. Examination participants must uphold academic honesty as an implementation of Islamic values (trustworthiness, honesty, and justice).

E. SANCTIONS FOR VIOLATIONS OF EXAMINATION RULES

1. Violations related to tardiness (maximum 15 minutes from the scheduled examination time) will result in the participant not being granted additional time to complete the examination.
2. Failure to include the Student Identification Number (NIM), full name, course code, question code (if any), signature, and class for the relevant examination will result in the assessment process not being able to be carried out.
3. The use of mobile telephones, tablets, or other gadgets for any reason during the examination will result in a score of zero and the confiscation of the device as evidence.
4. Examination participants found to be cheating/collaborating/assisting/communicating with other participants during the examination will be subject to sanctions in accordance with applicable regulations, including:
 - a. A mark of zero for the relevant course;
 - b. Written warning letter;
 - c. Suspension for repeated violations;
 - d. Other academic sanctions in accordance with the severity of the violation.
5. Violations of ethics and academic honesty shall be recorded in the student's academic record and may affect character assessment and future academic references.

F. RIGHTS AND OBLIGATIONS OF EXAMINATION PARTICIPANTS

Rights of Examination Participants:

- a. To receive complete and clear examination questions.
- b. To receive fair and objective supervision.
- c. To receive adequate examination facilities.
- d. To raise objections to unclear questions politely to the supervisor.
- e. To receive objective and transparent assessment results.

Obligations of Examination Participants:

- a. To arrive punctually according to the scheduled time.
- b. To comply with all applicable examination regulations.
- c. To maintain the cleanliness and orderliness of the examination room.
- d. To respect examination supervisors and other examination participants.
- e. To uphold honesty and academic integrity.
- f. To implement Islamic values in all academic activities.

G. DUTIES AND AUTHORITY OF EXAMINATION SUPERVISORS

1. To ensure the readiness of the examination room before the examination.
2. To verify the identity of examination participants.
3. To distribute examination questions and answer sheets.
4. To supervise the examination carefully and fairly.
5. To record any violations that occur in the minutes.
6. To collect answer sheets and examination questions in accordance with provisions.
7. To report the examination implementation to the examination coordinator.
8. To issue warnings and immediate sanctions for violations of examination regulations.

CHAPTER III CLOSING

These Semester Examination Guidelines serve as a reference in the implementation of mid-term and final examinations within the UIN Walisongo Semarang environment. These guidelines may be revised and refined in accordance with institutional developments and needs whilst continuing to refer to applicable laws and regulations and Islamic values that characterise UIN Walisongo.

All parties involved in the implementation of examinations are expected to implement these guidelines with full responsibility and integrity to realise quality Islamic higher education that is competitive and characterised by noble character (akhlakul karimah).

Established in: Semarang

Date: January 2025

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