



**Examinations and Assessments Regulation
Institut Teknologi Kalimantan**

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Section 1 Application of regulations

These regulations apply to all students taking undergraduate programs at Institut Teknologi Kalimantan.

Section 2 Definitions

Midterm is an exam taken in the middle of the semester to evaluate student competencies related to the course or lesson learning outcomes.

Final Exam is an exam taken at the end of the semester to evaluate student competencies related to the course or lesson learning outcomes.

Project-based Learning (PjBL) is a systematic learning method in which students achieve knowledge and skills through a deep and structured inquiry process to solve complex questions and to do designed tasks carefully.

Problem-based Learning (PBL) is a learning method that uses real-world problems as a student learning context to develop critical thinking skills and problem-solving skills and gain knowledge and understanding of the basic concept of the course.

Practicum is a learning method where students observe, experiment, or test a concept or principle that can be conducted inside or outside the laboratory (site).

Section 3 Languages

The language used in the examination and assessment - Indonesia and/or English.

Section 4 Participation

Students enrolled in courses must take an exam or assessment by the course contract assessments.

Section 5 Permission not taking exam

Student can get exemption to not take exam in regular schedule with some requirements such as,

- Medical reason, students must submit health certificate from doctor or hospital
- Students must show relevant evidence to become a delegate of the institute, regional government, and/or central government.
- Because of mourning condition (The death of family)
- Other responsible reasons

Students who do not take the initial exam stage for reasonable reasons will automatically take the exam in the follow-up exam. The follow-up examination is conducted within a maximum of 1 week after the initial exam. If the student does not take the follow-up exam. The zero (0) mark for the untaken exam is automatically given to the student.

The zero (0) mark for the exam is automatically given to the student who does not take the exam/assessment with unreasonable causes.

Section 6 Midterm and Final Exam

This part applies to a course with a midterm and final exam as an evaluation and assessment of the course. Midterm and final exams are examined to evaluate the course learning objective that supports the intern learning outcome. The examined mid-term and final term must have marking schemes.

Aside from midterm and final exams, the other assessments are project-based learning (PjBL), problem-based learning (PBL), practicum, and field surveys.

Project-based Learning (PjBL) requires students to create or develop output such as project report, design, model, software, model etc. In the beginning, the student must be given clear project descriptions and assessment rubrics.

Problem-based Learning (PBL) requires students to develop solutions to challenges or cases. The solutions can be conveyed through written reports or presentations. In the beginning, the student must be given clear case study descriptions and assessment rubrics.

Practicum can be carried out in the laboratory or the site. Practicum required the student to conduct some experiments based on competence. The practicum given to students must have a clear practicum module and an assessment rubric.

6.1 Examination Time

The midterm is held in the 8th or 9th week of the semester. The final exam is held in the 16th or 17th week of the semester.

6.2 Campus-Based Exam

6.2.1 Exam seating

During all exams: midterms and final exams, alternating seats should be used to create distance between students.

6.2.2 Entering the Examination Room

1. Students cannot enter the examination room after the exam has been in progress for more than thirty minutes.
2. Students who arrive late but within thirty minutes of the beginning of the examination will be allowed to take the exam, but no additional time is given.
3. Students who arrive more than thirty minutes late will not be permitted to sit the examination at that time, except with a permit.

6.2.3 Leaving the Examination Room

1. Students cannot leave the examination room during the exam except with an exam invigilator permit.
2. Students cannot leave the examination room during the last fifteen minutes of the scheduled time to avoid disturbing others, except with the invigilator's permission.

6.2.4 Communication during examination

1. Students cannot communicate with other students during the exam unless the invigilator gives permission.
2. Students can communicate only with the invigilator.
3. Students may not behave in any way which is distracting to other students.
4. The student who ignores a request from an invigilator not to behave disruptively may be required to leave the examination room. The student must submit the examination script before

leaving the examination room. The invigilator will give the mark on the student examination script.

6.2.5 Permitted items and texts

1. The student can take items, books, and text permitted by the invigilator.
2. The items, books, and text are permitted based on the guidance of the course lecturer.

6.2.6 Use of computers, cellphones, calculators, dictionaries, and any electronic equipment

1. Electronic devices (computers, cell phones, calculators, dictionaries, smartwatches) and other electronic devices that can access websites must be turned off and assembled in the front of the classroom during the exam. If unauthorized devices are found, the items will be confiscated and turned over to the course lecturer or disciplinary officer.
2. Using these devices is permissible for the exam requiring a calculator, computer, and dictionary.

6.2.7 Examination Scripts

1. The student is responsible for ensuring that all answer scripts are appropriately marked with an identifying name and student number.
2. No student may remove an examination script, or any other examination materials, from the examination room without permission.

6.3 Online Examination

6.3.1 Preparation of online examinations

1. The exam schedule (date, time, and duration) must be communicated to students before the examination.
2. Student must ensure the stable and uninterrupted internet connection
3. Students must be told how they can access the online examination and use the specific system.
4. A student who does not follow the given instructions will be considered not to take the exam.
5. Student must prepare laptop, computer or other electronic device that used to take the exam.

6.3.2 During online examinations

1. The invigilator will supervise the exam through a virtual meeting room, and students are required to turn camera during the exam.
2. Students who have problems turning on the webcam on a laptop or computer may use a cellphone to present the student's condition during the exam.
3. The virtual meeting room will start according to the announced exam schedule.
4. The link to the exam questions will be given 10 minutes after the virtual meeting room is opened.
5. After the question link access is given, students who join the virtual meeting room can take the exam without additional time.
6. If a student wants to ask a question while working on the questions, please submit it via the chat column so it will not disturb the other students in the virtual meeting room.

Section 7 Oral Examination

1. Oral examinations are conducted to determine student competencies related to educational objectives.
2. The oral examination is taken individually or in a group and the presence of an Assessor.
3. Oral examination lasts for 15-45 minutes per student or group, or the appropriate time is guided by the examined topics/course.
4. Oral examination results must be written or recorded in a report.
5. The grade is announced to the student at the end of the oral examination.

Section 8 Feedback and Grading

The teacher will give grades or feedback within 2 weeks after examination or assessment.

Section 9 Fraud and Plagiarism

9.1 Type of Academic Fraud

Fraud and plagiarism are written in the code of conduct of ITK article 29. Fraud and plagiarism are,

1. Cheating is defined as the act of students intentionally seeing or giving answers to other examinees or using information materials or other study aids without the supervisor's or examiner's permission during an exam.
2. Fabricating is the act of students who intentionally modify or manipulate data in transcripts, diplomas, student identity cards, assignments in lectures/tutorials/experiments, certificates, reports, or signatures in academic activities.
3. Bribing or giving gifts is the act committed by students to influence academic and non-academic decisions.
4. In academic activities, substituting another person's role, the act of students replacing another person's position or carrying out assignments or activities for the benefit of others.
5. Ordering others (academic civitas inside and outside ITK) to take their place in academic activities or carry out duties or activities in their or others' interests.
6. Academic plagiarism is plagiarizing other people's writings without citing the original author's name or paraphrasing the original articles.
7. Stealing the examination script secretly takes or copies the exam script from its storing location to discover the contents.
8. Distribute examination scripts, making examination scripts available for the public to obtain answers from exam questions.
9. Acts of intimidation to the civitas academic to obtain personal benefits in the academic and various other forms of cheating that are a violation to academic regulations, campus life procedures, and applicable regulations

9.2 Punishments

Students who violate exam regulations or undertake various types of cheating will receive academic punishment that varies depending on the severity of the violation/cheating action. sanction or punishment are written in ITK code of conduct article 33.

- (1) Low level punishments are warnings given verbally and by formal letter.
- (2) Moderate level punishments:
 - a. The obligation to compensate for damage or loss caused by violations.
 - b. Student status is terminated for a certain periodic time.
- (3) High level punishment:
 - a. Student status is terminated permanently.
 - b. The student who violated is reported to the law authorities when the violation is related to a criminal act.
- (4) Punishment for academic fraud:
 - a. Cancellation of grades in the course, which students violate.
 - b. Giving an E grade in the course, which students violate.
 - c. Giving an E grade for all the courses in a taken semester.