

ASSESSMENT GUIDE FOR COURSE EXAMINERS

The course assessment is carried out based on the Academic Regulations of the Master Law Program at the Faculty of Law, Diponegoro University which are also adjusted to the Academic Regulations of Diponegoro University.

The guidelines for assessing learning outcomes for course examiners are carried out with the following conditions:

1. Assessment of student learning outcomes aims to measure the achievement of competencies determined by the Master Law Program.
2. Assessment of student learning outcomes must include hard skills and soft skills aspects that can be done in the form of:
 - a. written examinations, oral and/skills examinations, as well as portfolios;
 - b. final project can be in the form of a thesis, or other equivalent forms;
 - c. based on certain reasons that can be accounted for, the assessment of learning outcomes can be done in other forms.
3. The final score of learning outcomes is based on several assessment components and is set in the formula which has been set by each study program:

Percentage of Assignment Score: 25%

Percentage of Mid-Semester Exam Score: 30%

Percentage of Final Semester Exam Score: 45%
4. The grading system:
 - a. assessment of learning outcomes stated in letters, namely using letters A, B, C, D, and E;
 - b. Minimum passing grade for the final project/thesis is B;
 - c. To convert numeric score into letter score and weighted letter score, the following guidelines are used:

Numeric Grade Range	Letter Grade	Weighed Letter Grade
≥ 80	A	4,00
70 – 79,99	B	3,00
60 – 69,99	C	2,00
51 – 59,99	D	1,00
≤ 50,99	E	0,00

- d. students are declared to have passed the course, if they get a minimum score of C;
- e. students who gets E are required to retake the course and exams in the regular semester;
- f. students who gets D, C and B can retake the course in the regular semester, and the grades used are the best scores;
- g. students who have made remedies 3 (three) times and have completed the assignment given are entitled to a minimum test score C determined by the Head of the Master Law Program;
- h. if for some reasons the score cannot be determined, then the *TL* grade is given which means "Incomplete" with a zero weight grade (0). If until the next Study Plan Input or *Input Rencana Studi (IRS)* filling in the following semester the score is still TL, the student is considered failed (E);
- i. the lecturer prioritizes the Benchmark Reference Assessment or *Penilaian Acuan Patokan (PAP)* approach;
- j. level of achievement :
 - 1) the level of student achievement in one semester is stated by *IPS*
 - 2) in the calculation of *IPS*, the credit weight of each course is only used once as a divider and the grade used is the highest achievement score
 - 3) *IPS* calculation using the following formula:

$$IPS = \frac{\sum KN}{\sum K}$$

where K is the amount of credits for each course, and N is the grade of each course

- 4) the calculation of GPA using the formula as mentioned above where K is the total number of credits of courses that have been taken with the highest score and N is the grade of all courses obtained
5. The assessment of student learning outcomes is carried out periodically according to the curriculum;
6. The assessment of learning outcomes in each course is carried out in each semester;
7. The assessment is carried out based on the principles of suitability, accountability, transparency, honesty and fairness;
8. The aspects that are measured in the evaluation of learning outcomes are:
 - a. academic abilities that include cognitive, affective, and psychomotor aspects, which are tailored to the type and purpose of learning in each course; and
 - b. Behavioral skills, including academic honesty, discipline, politeness, ability to interact, and work together.
9. Exam Requirements:
 - a. Final semester exam requirements:
 - 1) registered as the participant in a lecture/learning activity, which is listed in the List of Participants in the Class or *Daftar Peserta Kuliah (DPK)*;
 - 2) have attended lectures/learning activities at least 75 (seventy five) percent.
 - b. study final exam requirements:
 - 1) has fulfilled the credit load required by the faculty for courses;
 - 2) has been declared free from final project plagiarism through certain applications.

10. Examination requirements, exam schedule, validity of exam participants and examination rules are further regulated by the faculty;
11. The exam result scores are announced in accordance with the valid regulation;
12. In the event that a lecturer or a team of lecturers does not immediately provide the semester exam results within the specified time limit, or no later than 3 (three) days before the IRS filling schedule, the Dean may give a B grade to all students who meet the requirements as exam participants.