

**TECHNICAL GUIDELINES FOR STUDENTS TO DO FINAL EXAMINATION  
HELD FROM 15<sup>th</sup> TO 26<sup>th</sup> JUNE 2020**

**The type of final evaluation of each subject delivered in this semester will be informed directly by respective lecturer. Information could also being provided by Head of Study Program and/ or Academic Administration Office.**

**A. ASSIGNMENT SUBMISSION/PRESENTATION**

1. Students to submit their assignments directly to lecturer through email or any agreed platform. The deadline of submission is agreed by the class, no later than the final exam date set by AAO. No extension of deadline will be given.
2. Presentation of the assignment (if required by lecturer) must be done within the final examination time through the online platform shared by the Lecturers/Examiners to the students and Invigilators (if necessary).
3. There will be no extension given for those who are late to log-in the presentation session.
4. Lecturers are aware of plagiarism potential in student's work. Turn-It-In software may be used for similarity check. Student that are proven to provide answers with high similarity with other sources (including fellow student) will be considered as cheating and the regulation for academic misconduct will be applied accordingly.

**B. ORAL EXAMINATION**

1. Students to log-in to the designated link 10 (ten) minutes before the scheduled oral examination time.
2. The Examiners will be accompanied by one Observer/Fellow Lecturer.
3. Students will commence their work after the Examiners give instructions to do so.
4. There will be no extension given for those who are late to log-in the oral examination session.
5. Any questions or technical problems should be addressed to the Examiners.
6. Students to log out from the designated link right after the oral examination finishes.

**C. ONLINE QUIZZES**

1. Students to log-in to the designated link 10 (ten) minutes before the scheduled quiz time.
2. Each student fills out declaration that he/she will not do plagiarism, he/she guarantees the originality of the answers, and uphold the highest academic integrity, and will bear the consequences if otherwise.
3. Students will commence their work after the Examiners or Invigilators give instructions to do so.
4. There will be no extension given for those who log-in after the quiz commences.
5. Students must do their works by themselves. Asking for help from others are not allowed.
6. Any questions or technical problems should be addressed to the Examiners or Invigilators.
7. Each student submits his/her answer sheets through online platform according to the method and time given by the Examiners.
8. Students to log out from the designated link right after submitting their work.
9. Lecturers are aware of plagiarism potential in student's work. Student that are proven to provide answers with high similarity with other sources (including fellow student) will be considered as cheating and the regulation for academic misconduct will be applied accordingly.

**D. WRITTEN FINAL EXAMINATION**

1. Students receive the final examination materials from Academic Administration Office (AAO) through SGU email address ( [nameofstudent@student.sgu.ac.id](mailto:nameofstudent@student.sgu.ac.id) ) as per scheduled time.
2. Each student fills out declaration that he/she will not do plagiarism, he/she guarantees the originality of the answers, and uphold the highest academic integrity, and will bear the consequences if otherwise.
3. Students must do their works by themselves. Asking for help from others are not allowed.
4. By the end of the given time, students must scan/photograph their answer sheets and submit them to [academic@sgu.ac.id](mailto:academic@sgu.ac.id) with designated email subject and file names.
5. Lecturers are aware of plagiarism potential in student's work. Turn-It-In software may be used for similarity check. Student that are proven to provide answers with high similarity with other sources (including fellow student) will be considered as cheating and the regulation for academic misconduct will be applied accordingly.

For information please contact  
Academic Administration office:

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-Dzil Ikram : 0856 81 882 83