

CODE OF CONDUCT

IMPLEMENTATION OF THE MIDDLE SEMESTER EXAMINATION (U TS) 117
FMIPA PHYSICS GROUP
UNIVERSITAS NEGERI JAKARTA

1. Participants and supervisors must be present 15 minutes before the exam.
2. Supervisor present at the Secretariat 10 minute exam before exam started, and took the question will be tested .
3. The supervisor enters the examination room and checks the condition and completeness of the examination room facilities and infrastructure, especially arrangement position seat.
4. The exam question sheets and answer sheets are distributed by the supervisor by placing them face down on each examinee's table.
5. participants are prohibited from entering the room before being allowed to enter by the supervisor. Exam participants enter the room 5 minutes before the exam starts.
6. When logging in to in the exam room, participants Exams are only permitted to bring stationery. Other equipment such as bags, notebooks, textbooks, calculators , cell phones and other communication devices are stored in in front of the exam room , except permitted in sheet matter.
7. While waiting for the exam to begin, examinees can fill in complete identity details such as Name, NIM, Study Program, Lecturer's Name. MK instructor and date on the exam answer sheet. It is forbidden to open the exam question sheets first.
8. Supervisor Circulate the list of attendees and participants exam must fill it in.
9. After the supervisor give signaling the start of the exam, the examinee opens the question sheet. Exam time follow allocation as written on the sheet matter.
10. The exam supervisor is obliged to supervise the implementation of the exam and reprimand if there are exam participants who cheat. Exam participants who are found cheating during the exam will be subject to sanctions in the form of a warning or a ban on continuing the exam.
11. During the exam, examinees are prohibited from collaborating with each other, cheating and borrowing stationery, calculators and textbooks (for the exam *open book*).
12. Exam participants who are proven to have cheated will be given a test score of zero and there will be no repeat exam.
13. When the exam time ends, the exam answer sheet must be placed in on each table. After the exam answer sheets are collected completed by the supervisor , so Exam participants may leave the exam room in an orderly manner.
14. All exam answer sheets are returned by the supervisor to Secretariat Exam.
15. Supervisors who are unable to attend/exchange supervision must provide confirmation to the exam coordinator at least one day before the exam is carried out.
16. Exam continuation only can given by the Lecturer protector of each eye college , not by committee exam. Mechanism exam continuation adapt decision Lecturer guardian eye studying related.

Jakarta, 20 October 2022
Chair of UTS 117

Riser Fahdiran , M.Sc.