

UNIVERSITAS NEGERI SURABAYA



UNESA
Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) CONDUCTING LOCAL EXAMINATION, DIPLOMA ADJUSTMENT EXAMINATION, AND PRESENTATION OF EDUCATION IMPROVEMENT EXAMINATION

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UNIVERSITAS NEGERI SURABAYA

QUALITY PROCEDURE

CONDUCTING LOCAL EXAMINATION, DIPLOMA ADJUSTMENT EXAMINATION, AND PRESENTATION OF EDUCATION IMPROVEMENT EXAMINATION

1. GOAL

This procedure is intended as a guideline for administering official exams, diploma adjustment exams and Education Improvement Presentation Tests for education personnel in Unesa.

2. SCOPE

This procedure explains the implementation of the examination, starting from the preparation of participant data to the announcement of the test results.

3. REFERENCES

- 3.1. ASN Law no. 5 of 2014 concerning ASN
- 3.2. PP No. 11 of 2017 concerning ASN Management
- 3.3. PP No. 12 of 2002 concerning promotions
- 3.4. Decree of the Head of BKN No. 12 of 2002 regarding promotions
- 3.5. BKN Regulation No. 33 of 2011 concerning the promotion of civil servants who obtained a Certificate of Graduate Study / diploma
- 3.6. Rector's Regulation no. 3 of 2020 concerning Unesa's Internal Quality Assurance System

4. DEFINITION

- 4.1. The diploma adjustment test is a test for promotion to Young Arrangers (III/a) if the person concerned has occupied the rank of Young Manager of Kindergarten. I (11/b) and Supervisor (11/c) and have a bachelor's degree.
- 4.2. The official examination is a test for promotion to Young Arrangers (III /a) if the employee has occupied the rank of Kindergarten. I (11/d) with a high school education or equivalent.
- 4.3. The Education Improvement Presentation Exam is a test for employees who have occupied the appropriate rank or higher than the first rank level for a diploma obtained by funds or the last promotion decree has not listed the title, for example:
 1. For those who get a bachelor's degree and occupy class III/a or 111/b
 2. For those who get a master's degree and occupy the room group 111/b, 111/c or 111/d

- 4.4. Educational staff are personnel who devote themselves to supporting the implementation of education
- 4.5. STLUD is a certificate of passing the official exam
- 4.6. STLPI is a certificate of graduation adjustment certificate
- 4.7. STLPPP is a certificate of passing the Education Improvement Presentation

5. GENERAL REQUIREMENT

- 5.1. The Service Examination has provisions for the last rank (11/d or 111/d) of at least 2 years before conducting the official examination
- 5.2. The Adjustment Examination has the following conditions:
 - a. For high school to diploma have a minimum rank of I/a to I/d
 - b. For S1 to S3 have a minimum rank of II/a to 11/d
 - c. Certificates obtained before CPNS can take the Diploma Adjustment Examination.
 - d. There is a vacant formation
 - e. Compile a paper that contains the relationship between duties and positions with the field of study diploma in relation to improving performance
- 5.3. The Education Improvement Presentation Exam has provisions for:
 - a. High school diploma has a minimum rank of II/a
 - b. Diploma certificate has a minimum rank of 11 / c
 - c. S1 diploma has a minimum rank of III / a
 - d. S2 diploma has a minimum rank of III/b
 - e. Diploma, S1 and S2 certificates have a minimum study program accreditation Good or equivalent "B"

6. PROCEDURE DESCRIPTION

- f.

7. RELATED DOCUMENTS / FILES

- 7.1. Official Exam Pass Certificate
- 7.2. Certificate of Passing the Diploma Adjustment Examination.
- 7.3. Certificate of Passing the Education Improvement Presentation Exam.



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8. NOTES OF REVISION

- 8.1. REV.0,25 October 2012: Documentation starts from scratch (no changes)
- 8.2. REV.01, 20 September 2017: Changes in the addition of references, definitions, job titles, flow, goals and conditions
- 8.3. REV.02, March 6, 2020, references, name and title, process flow recordings, conditions, file

Number of Document	Revised Number	Page	Issued Date

