

Standard Operating Guideline

The Independent Exam Organizing Committee

PPUM



Universitas Syiah Kuala



Universitas Sultan Ageng Tirtayasa



Universitas Bengkulu



Universitas Bangka Belitung



Universitas Maritim Raja Ali Haji



Universitas Palangka Raya



Universitas Lampung



Universitas Jambi



Universitas Samudra



Universitas Malikussaleh



ITERA
Institut Teknologi Sumatera



Universitas Riau



Universitas Teuku Umar



Institut Seni Budaya Indonesia Aceh



Universitas Siliwangi



ISI Padang Panjang



Universitas Islam Negeri Syarif Hidayatullah Jakarta

SMM PTN - BARAT 2021

Independent Selection for Indonesian State University - West Region of 2021



THE COMMITTEE OF INDEPENDENT ADMISSION SELECTION FOR INDONESIAN
STATE UNIVERSITY FOR WESTERN REGION (SMM PTN-BARAT)

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DECREE OF THE CHAIRMAN OF THE INDEPENDENT ADMISSION SELECTION
INDONESIAN STATE UNIVERSITY IN THE WEST REGION (SMM PTN-BARAT) OF 2021
COMMITTEE

Number: 020/SMMPTN-BARAT/2021

CONCERNING

THE STIPULATION OF STANDARD OPERATING GUIDELINES (SOG)
THE INDEPENDENT EXAM ORGANIZING COMMITTEE (PPUM)
THE INDEPENDENT ADMISSION SELECTION INDONESIAN STATE UNIVERSITY IN THE
WEST REGION (SMM PTN-BARAT) OF 2021

THE CHAIRMAN OF THE 2021 INDEPENDENT ADMISSION SELECTION INDONESIAN
STATE UNIVERSITY IN THE WEST REGION (SMM PTN-BARAT) COMMITTEE

- Considering : Results of the 2021 SMM PTN-BARAT Working Group Workshop on April 21, 2021, using the Video Conference application regarding the Preparation of Standard Operating Procedures (SOP) for the Independent Admission Selection Indonesian State University in the West Region (SMM PTN-BARAT) of 2021.
- Referring to in:
- that for the smooth operation of the SMM PTN-BARAT activities in 2021, it is necessary to stipulate Standard Operational Guidelines for the Independent Exam Organizing Committee (PPUM) for State Universities participating in the PTN-BARAT SMM in 2021, which contain terms, conditions, mechanisms, and implementation instructions;
 - that for this purpose, it is necessary to stipulate with the Decree of the Chairman of the SMM PTN-BARAT 2021 Committee.
- In regard of :
- Law Number 12 of 2012 concerning the Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
 - Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 14, Supplement to State Gazette of the Republic of Indonesia Number 5500);
 - Regulation of the President of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI) (State Gazette of the Republic of Indonesia of 2012 Number 24);
 - Regulation of the Minister of Research, Technology and Higher Education Number 3 of 2020 concerning National Higher Education Standards;
 - Regulation of Education and Culture of the Republic of Indonesia Number 6 of 2020 concerning Acceptance of New Students for Undergraduate Programs at State Universities;



THE COMMITTEE OF INDEPENDENT ADMISSION SELECTION FOR INDONESIAN
STATE UNIVERSITY FOR WESTERN REGION (SMM PTN-BARAT)

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Email: sekretariat.smmptnbarat2017@gmail.com Web : <http://smmptnbarat.id/>

6. Decree of the Chairman of the Indonesian Higher Education Cooperation Body of the West Region (BKS PTN-Barat) No. 21-18/ BKS PTN Barat/ IV/2021 concerning the Committee for the Independent Admission Selection Indonesian State University in the West Region of 2021.

- DECIDES** :
- To enact** : Decree of the Chairman of The Independent Admission Selection Indonesian State University in The West Region (SMM PTN-BARAT) of 2021 Committee concerning the Establishment of Standard Operating Guidelines (POB) for the Independent Exam Organizing Committee (PPUM) for The Independent Admission Selection Indonesian State University In The West Region (SMM PTN-BARAT) of 2021 as stated in the attachment to this decision.
- First** : The PPUM's Standard Operating Guidelines (POB) are used as a reference for the entire process of organizing The Independent Admission Selection Indonesian State University in The West Region (SMM PTN-BARAT) of 2021.
- Second** : This decision comes into effect from the date set. If there is confusion in this setting in the future, corrections will be made as necessary.

Stipulated in Banda Aceh
On May 17, 2021
Chairman,

Signed and Stamped

Prof. Dr. Ir. Samsul Rizal, M.Eng.

Carbon Copy

1. Minister of Education, Culture, Research and Technology of the Republic of Indonesia;
2. Head of the Indonesian Higher Education Cooperation Body of the West Region;
3. Rectors Organizing SMM PTN-BARAT in 2021; and
4. Archives

LIST OF STATE UNIVERSITIES PARTICIPATING IN SMM PTN-BARAT OF 2021



Universitas Syiah Kuala Web:
<http://pmb.unsyiah.ac.id>



Sultan Ageng Tirtayasa University
Web: <http://www.untirta.ac.id>



Bengkulu University
Web: <http://admisi.unib.ac.id>



Jambi University
Web: <http://www.unja.ac.id>



Lampung University
Web: <http://simanila.unila.ac.id>



Padang Panjang Indonesian Art Institute
Web: <https://www.isi-padangpanjang.ac.id>



Palangka Raya University
Web: <http://upr.ac.id>



Malikussaleh University Web:
<http://pmb.unimal.ac.id>



Maritim Raja Ali Haji University Web:
<http://umrah.ac.id>



Bangka Belitung University
Web: <http://ubb.ac.id>



Teuku Umar University Web:
<http://utu.ac.id>



Sumatera Institute of
Technology Web:
<http://pmb.itera.ac.id>



Aceh Indonesian Cultural Arts
Institute Web: <http://isbiaceh.ac.id>



Samudra University
Web: <https://pmb.unsam.ac.id>



Riau University
Web: <https://pmb.unri.ac.id>



Siliwangi University
Web: <https://pmb.unsil.ac.id>



Syarif Hidayatullah State Islamic University Jakarta Web:
<https://spmb.uinjkt.ac.id>

FOREWORD

Article 3, paragraph 1 of the Regulation of the Minister of Education and Culture Number 6 of 2020 states that the admission of new undergraduate (S1) students at State Universities (PTN) can be conducted through the National Admission Selection for State Universities (SNMPTN), Joint Admission Test for State Universities (SBMPTN), and through other ways that each university organizes. Therefore, the Rectors of the 17 state universities that are part of the Indonesian Higher Education Cooperation Body of the West Region (BKS PTN-Barat) have agreed to conduct an independent higher education admission selection jointly. It is known as SMM PTN-Barat (Independent Selection for State University for the West Region).

In 2021, the state universities participating in the SMM PTN-Barat 2021 were Universitas Syiah Kuala (Unsyiah), Jambi University (Unja), Lampung University (Unila), Bengkulu University (Unib), Padang Panjang Indonesian Art Institute (ISI), Palangka Raya University (UPR), Malikussaleh University (Unimal), Sultan Ageng Tirtayasa University (Untirta), Maritim Raja Ali Haji University (UMRAH), Bangka Belitung University (UBB), Teuku Umar University (UTU), Sumatera Institute of Technology (ITERA), Aceh Indonesian Art and Culture Institute (ISBI), Samudra University (Unsam), Riau University (UNRI), Siliwangi University (UNSIL), and Syarif Hidayatullah State Islamic University (UIN Jakarta).

The implementation of SMM PTN-Barat 2021 is based on the Decree of the Head of the Indonesian Higher Education Cooperation Body of the West Region (BKS PTN-Barat) No. 21-17/BKS PTN-Barat/IV/2021 on April 1, 2021, concerning Higher Education Institutions Participating in the SMM PTN-Barat 2021 Program and the Decree of the Head of BKS PTN-Barat No. 21-18/BKS PTN-Barat/IV/2021 regarding the SMM PTN-Barat 2021 Program Organizing Committee. In order to ensure the smooth implementation of SMM PTN-Barat 2021, the organizing committee has prepared a standard operating guideline (SOG), considering the evaluation results of the administration of SMM PTN-Barat 2020 from the previous year. The drafting of the SOG has largely borrowed terminology from the Standard Operating Guidelines for Joint Admission Test for State Universities (SBMPTN) 2021. The SOG of SMM PTN-Barat 2021 is the fourth revision which is an improvement of the previous year's SOG of SMM PTN-Barat and serves as a reference for all parties involved and responsible for administering SMM PTN-Barat 2021. This is important to maintain the public's trust in state universities.

This adjustment to the standard operating guideline can be made by the Independent Exam Organizing Committee (PPUM) with the approval of the SMM PTN-Barat 2021 Committee. This adjustment is made because of the local situation

and conditions with the principles of security, confidentiality, orderliness, smoothness, and success in conducting the joint exam.

It is hoped that all members of the organizing committee and all parties involved in the administration of the SMM PTN-Barat 2021 exam can use this SOG and always uphold academic norms in helping to educate the nation.

Chairman,

signed

Prof. Dr. Ir. Samsul Rizal, M.Eng.
The Rector of Universitas Syiah Kuala

Organizing Committee of the
SMM PTN-Barat 2021

Secretary,

signed

Prof. Ir. Ofyar Z Tamin, M.Sc., Ph.D.
The Rector of the Institute of Technology
of Sumatera.

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Chapter 1 Introduction

1.1 Background

new student admission selection activity is important to obtain new students who are of quality and have good basic competencies according to established standards. This activity is a routine event for all educational institutions, so its implementation must be professional, guaranteed, measurable, and efficient.

The admission of new students to State Universities (PTN) is regulated by the Minister of Education and Culture Regulation No. 6 of 2020. Article 3, paragraph 1 of the regulation states that the admission of new undergraduate students (S1) in PTN can be made through the SNMPTN, SBMPTN, and other ways each university organizes. Therefore, the Rectors of the State Universities (PTN) that are part of the Indonesian Higher Education Cooperation Body of the West Region (BKS PTN-Barat) agreed to jointly conduct the Independent University Admission Selection, known as SMM PTN-Barat.

The independent selection carried out by several state universities in the western region of Indonesia has been successful because the implementation is done together, efficiently, and not localized. It also can choose other study programs in universities that are part of the Indonesian Higher Education Cooperation Body of the West Region. Through the SMM PTN-Barat 2021 program, participants can choose a maximum of 2 (two) study programs, including at other universities participating in the SMM PTN-Barat 2021.

1.2 Objectives

The objectives of holding the SMM PTN-BARAT 2021 are as follows:

1. Facilitating prospective students participating in the independent selection of new students who can choose and enter as students in study programs at 17 (seventeen) tertiary institutions that are members of the SMM PTN-BARAT program.
2. Collectively select prospective students who are predicted to be able to complete their studies in tertiary institutions well.

1.3 General Terms and Conditions

1. General Terms

The SMM PTN-BARAT 2021 is a selection of prospective students through an independent pathway whose implementation is carried out jointly by state universities that are members of the Indonesian Higher Education Cooperation Body of the West Region (BKS PTN-Barat).

The selection is based on the results of the computer-based written exam (CBWE), which is carried out jointly under the coordination of the SMM PTN-BARAT organizing committee.

2. Requirements

a. Registration

1. The SMA/SMK/MA or equivalent and Package C graduates must have a diploma.
2. The graduates of SMA/SMK/MA or equivalent and Package C in 2021 should already have a Graduation Certificate, which contains at least identity information, a passport photo of the person concerned, and affixed with a valid stamp.
3. Selection participants are in adequate health conditions, so they do not interfere with the learning process in their study program.
4. Diplomas accepted only from the last 3 years, that is, 2019, 2020, and 2021 except for some universities:
 - UMRah, UNJA, UTU, and Unimal, the year of diploma received is from the last 5 years (2017, 2018, 2019, 2020, and 2021);
 - ISBI Aceh accepts diplomas from the last 10 years, starting from 2012 to 2021, and Package C with a maximum age of 25 years; and
 - UPR accepts diplomas from the last 3 years (2019, 2020, and 2021) for the Faculty of Medicine and the last 5 years (2017, 2018, 2019, 2020, and 2021) for other faculties.

b. Admission

Selection participants pass secondary education, pass the SMM PTN-BARAT 2021, are healthy, and meet other requirements set by each admitting state university, including the Single Tuition Fee (UKT) value and Institutional Development Contribution (SPI) or Institutional Development Fee (BPI), the amount of which can be seen on the university's website.

1.4 Registration Procedure

1. Registration for SMM PTN-BARAT 2021 is done online.
2. The filling out of the registration form for the written test and portfolio is done through the website <https://pendaftaran.smmptnbarat.id/> by entering all the necessary data accurately.
3. Registration starts from May 17 to **June 21**, 2021, at 4:00 PM WIB. Participants who have already made the registration fee payment by June 21, 2021, at 4:00 PM WIB but have not completed the online registration form will have the opportunity to finish it and save the permanent record by June 22, 2021, at 2:00 PM WIB. The final deadline for printing the participant card is June 22, 2021, at 2:00 PM WIB.
4. When registering online, participants taking the SBMPTN 2021 exam are asked to enter their SBMPTN 2021 test number in the provided column.

1.5 Exam Group

1. Computer-Based Written Test (UTBK)

The test is conducted in the form of a computer-based written test. The types of exams for the SMM PTN-BARAT 2021 are divided into **2 (two)** groups:

- a. Science and Technology group with exam materials of Scholastic Potential Test (TPS) and Academic Ability Test (TKA) (Mathematics, Physics, Chemistry, and Biology).
- b. Social and Humanities group with exam materials of Scholastic Potential Test (TPS) and Academic Ability Test (TKA) (Geography, History, Sociology, and Economics).

2. Number and Options

1. Participants can choose a maximum of 2 (two) study program options in one or more universities. The first university choice does NOT have to be the location for the written test. During the Covid-19 pandemic, the test location is chosen at the nearest location to the participant's current residence.

2. The order in the study program selection expresses the priority choice. Registration and Computer-Based Written Test (UTBK) Selection Fees

- a. The registration and selection fee is Rp 350,000.
- b. The registration and selection fee can be paid during the specified time through the designated partner bank.
- c. The registration and selection fee that has been paid cannot be withdrawn for any reason.

3. Exam Venue and Location

- a. The test location for participants in the SMM PTN-BARAT 2021 is at the nearest university to their current residence. Protocols to prevent the spread of Covid-19 must be followed. The health and safety of participants and organizers are a priority.
- b. The location of the written test room is arranged and determined by the organizing committee at each university participating in the SMM PTN-BARAT 2021 selection program.

4. Announcement of Selection Results

The results of the SMM PTN-BARAT 2021 selection will be announced on July 14, 2021, starting at 16.00 WIB and can be accessed via the website:

Main page: <http://pengumuman.smmptnbarat.id> The

mirror pages are as follows::

<http://smmptn.unila.ac.id>, <http://smmptn.unja.ac.id>, <http://smmptn.untirta.ac.id>,
<http://smmptn.upr.ac.id>, <http://smmptn.utu.ac.id>, <http://smmptn.unsyiah.ac.id>

1.6 Sekretariat

1. Official information regarding the SMM PTN-BARAT 2021 can be accessed via:
 - a. Website of SMM PTN-BARAT 2021: <http://www.smmptnbarat.id>
 - b. Respective college websites.
 - c. Sekretariat of the SMM PTN-BARAT 2021 committee at each tertiary institution.

2. The SMM PTN-BARAT 2021 Sekretariat address is as follows:

Gedung Rektorat Itera

Jalan Terusan Ryacudu, Way Huwi, Kecamatan Jati Agung, Kabupaten Lampung Selatan,

Provinsi Lampung 35365.

Web: <https://smmptnbarat.id>

e-Mail: sekretariat.smmptnbarat2017@gmail.com

Phone/Fax.: (0721) 8030188, (0721) 8030189

3. The address of the Person in Charge of SMM PTN-BARAT 2021

Information Technology 2021 is as follows:

UPT. TIK Universitas Syiah Kuala

Gedung ICT Center USK - Taiwan

Jln. Syech Abdurrauf No. 2

Kopelma Darussalam Kec. Syiah Kuala Kota

Banda Aceh 23111

CHAPTER II

THE ADMINISTRATION OF COMPUTER-BASED WRITTEN EXAM

2.1 Definition

In the management of the administration of the SMM PTN-BARAT 2021 written exams, the following basic definitions are used:

1. PPUM: The Independent Exam Organizing Committee (PPUM) is the implementer/organizer of the CBWE in cities that have participating higher education institutions in the SMM PTN-BARAT 2021. PPUM is led by a PPUM Chairman from a higher education institution authorized through a Rector's Decree from the organizing higher education institution.
2. The location is where the exams take place and has one or more CBWE rooms. The location is led by a Person in Charge of Location (PJL). Having a Deputy of Person in Charge of Location (WPJL) is also possible. If the exam location of the organizing PTN is separated by more than 100 km or between islands or the traveling distance exceeds 3 hours, additional locations can be established. If there is more than one location, the PPUM Chairman may appoint the Person in Charge of the Location or adjust it according to the needs of each campus.
3. The Exam Room is a place where the exams are held with computers with a specified minimum capacity of 10 participants, with the provisions:
 - a. it has chairs and tables equipped with computers that can be used as a medium for answering exam questions with a minimum distance of 150 cm to the right and left and 150 cm front and back;
 - b. it has good air circulation;
 - c. it has good lighting; and
 - d. The exam room is supervised by one (1) person who is the Person in Charge of the Room (PJR) and a minimum of one (1) Exam Proctor (PR), accompanied by a minimum of one (1) exam room technician for multiples of 20 participants. If the participants are less than 20, it is possible to have only one (1) Exam Room Supervisor and one (1) exam room technician.
4. Exam Proctor is an officer who oversees the administration of the Computer-Based Written Exam (UTBK) that is authorized through a Rector's Decree. The exam proctor is responsible according to the standard operating guidelines (SOG) established by the SMM PTN-BARAT organizing committee.
5. The server Administrator is an officer responsible for downloading and deleting exam questions for each session. The Server Admin also sends UTBK examinees' answers after the exam daily. In addition, he/she maintains the local network and server during the UTBK.

6. The Exam Room Technician ensures that the UTBK runs smoothly during the exam and maintains the computers and network in the exam room.
7. If necessary, PPUM can form supporting committees according to the needs of each state university.

2.2 Preparation of the UTBK

According to the estimated number of test takers, PPUM must determine the examination location and room early, along with its capacity, based on the estimated number of applicants to be uploaded into the online registration system. The examination location and room will be displayed on the SMM PTN-BARAT 2021 examination participant card.

2.3 Preparation of UTBK

1. Before the exam, PPUM must coordinate with the local Covid-19 Task Force to obtain a permit and recommendations for the exam administration.
2. The exam room preparation should be done at least 1 week before the exam is held.
3. All personnel and parties responsible for the UTBK administration must know the details of each task. PPUM must guide all Persons in Charge of Location (PJL & WPJL), Persons in Charge of Room (PJR), exam proctors, and room technicians.
4. The installation of direction signs for location, room, and seat/table numbers should be done at least three days before the exam so that the examinees can know their respective exam locations. The numbering of the dashboard is arranged according to the configuration set by the system.
5. For the examinees with special needs, a special needs room will be provided.

2.4 The Administration of the UTBK

The Exam Equipment includes Examination Implementation Report (BAPU), Attendee Proof Album (ABHP), Blank Paper, examinee tokens, proctor tokens, and other office supplies, with its distribution mechanism as follows:

1. PPUM carries out the handover of exam documents to the Person in Charge of Location (PJL). During carrying the exam equipment, security and confidentiality must still be maintained and equipped with a report.

2. Location

The Person in Charge of Location (PJL) must receive the examination equipment from PPUM at least 1 hour before the exam starts. The Person in Charge of the Location must bring the examination equipment to the exam location and forward it to each Person in Charge of the Room (PJR) with a handover report.

3. Exam Room

Forty-five (45) minutes before the exam begins, the Person in Charge of the Room/ Exam Proctor must be in the exam room along with all the examination equipment while practicing physical distancing.

2.5 During Exam

During the pandemic, UTBK participants must bring 4 essential items:

1. Mask

The UTBK 2021 is conducted in accordance with the Covid-19 health protocols from the Ministry of Health and recommendations from the local Covid 19 task forces. The examination room and equipment must be clean and regularly disinfected. Participants must wear a mask while at the testing location and wash their hands with the hand sanitizer provided by the PPUM before entering the examination room. Additionally, the PPUM also provides a waiting room for examinees. Before entering the examination room, a health team consisting of doctors and medical assistants will check the participants' body temperature. Participants with a temperature above 37.5°C will not be allowed to take the exam, as stated in a medical assessment document by the health team.

2. Original ID Card

The ID card can be a residential identity card (KTP), Driver's License (SIM), passport, or family card (KK).

3. UTBK Examinee Card

The UTBK Examinee Card is obtained from the registration process.

4. Photocopy of Diploma or Graduation Certificate

For graduates before 2021, a legalized photocopy of the diploma and/or the original Graduation Certificate (SKL) signed by the principal, containing the student's name, National Student Number (NISN), National School Identification Number (NIPSN), and recent student photo (taken in the last 3 months).

2.6 Exam Stages

1. Thirty (30) minutes before the exam starts, the PJJ and PJJ/ Exam Proctor are already in their respective locations.
2. Examinees sit orderly in the waiting room in a designated place according to health protocols
3. The PJJ then hands the examination equipment to the PJJ/ Exam Proctor, who then takes it to the exam room according to their assignment.
4. Upon arriving at the assigned room, the PJJ/ Exam Proctor enters a PIN code on the proctor's computer, then places/distributes blank paper and ballpoint on the examinees' dashboard.
5. Participants enter by lining up before the room for a temperature check (not more than 37.5°C). The Exam Proctor checks the examinees' exam numbers before allowing them to enter the exam room. The proctor then arranges and directs participants to their seats according to their exam number. Examinees are required to wear masks during the exam and are advised to wear gloves. Participants can only bring writing materials, an exam card, and a legalized 2021 Diploma/ Graduation Certificate.
6. As the exam begins, the proctor allows examinees to use the toilet while reminding them that they are not allowed to leave/use the toilet during the exam. Examinees who need to use the toilet must be accompanied by a supervisor. Examinees are considered late and not allowed to take the exam if the exam has been going on for more than 30 minutes from the scheduled time.
7. The PJJ/ Proctor reads the rules and regulations on the supervisor's computer screen.
8. The proctor then gives participants 5 minutes to practice.
9. The exam proctor checks the attendance on the computer menu. Next, the proctor reads the rules and regulations for examinees on the computer.
10. The supervisor informs/writes the Token code on the board, followed by examinees, who fill it in on their respective computer menus.
11. The examinees log in according to the code given by the supervisor via the provided computer.
12. Examinees work on the exam questions according to the designated time.
13. If the "EXAM FINISHED" message has not appeared on the application, the PJJ/ Proctor does not allow examinees to leave the room.

14. The PJR/ Proctor takes the writing materials, blank paper, Attendance Proof Album (ABHP), and Exam Administration Report (BAPU) to be handed over to the PJJ after the exam ends.
15. The PJJ then hands the examination equipment to the PPUM along with the report.

2.7 Task Description :

Person in Charge of Location and Deputy of Person in Charge of Location

1. Direct Person in Charge of Room/ Proctors before the exam begins and distributing exam equipment.
2. Collect used exam equipment from the Person in Charge of the Room/ Proctors.

Person in Charge of Room/ Proctors

1. Must follow the direction from the Person in Charge of Location before proctoring.
2. Receive exam equipment based on the number of examinees.
3. Validate participant identity, as well as supervise during the exam.
4. Collects used exam equipment and hand it over to PJJ.

Server Administrators

1. Ensure the local server is ready for the UTBK exam
2. Ensure that questions have been downloaded for each session
3. Monitors the server
4. Upload answers and BAPU to the central server
5. Remove questions after each day's exam
6. Maintain the UTBK network and application.

Room Technicians

1. Make sure the computers are always ready for use
2. Maintain the computers and used applications
3. Relocates examinees with PC problems.

2.8 The Administration Schedule of UTBK of SMM PTN-BKS Barat

The UTBK will be held from Monday, June 28, to Wednesday, July 7, 2021. On Fridays, the afternoon session will be adjusted to the prayer time at each PPUM location. Every day consists of two sessions with the following schedule details:

Table 2.1 UTBK Schedule

Session	Time (WIB)	Activity
Morning Session	07.45– 07.50	Examinees enter the exam room
	07.50 - 08.10	Identity and document verification
	08.10 - 08.15	Practice
	08.15 – 10.00	Scholastic Potential Test (TPS)
	10.00 – 11.30	Academic Ability Test (TKA) Science and Technology/ Social and Humanities
Afternoon Session	13.00 – 13.05	Examinees enter the exam room
	13.05 - 13.25	Identity and document verification
	13.25 - 13.30	Practice
	13.30 – 15.15	Scholastic Potential Test (TPS)
	15.15 – 16.45	Academic Ability Test (TKA) Science and Technology/ Social and Humanities

CHAPTER III SUPPORT SYSTEM FOR UTBK

3.1 Introduction

The test is conducted using a web-based desktop/PC/laptop. The overall development and implementation of the test follow a step-by-step process, starting from needs analysis, system design, system development, system testing, and system implementation. The development of the test system is based on the components required for the system to be implemented. There are five components required, namely hardware, software, human resource needs, data, and guidelines.

1. Hardware
 - a. UTBK server
 - b. UTBK network
 - c. Examinees' computers and Back up Computers
 - d. Switch, router
2. software
 - a. UTBK dashboard for management and monitoring
 - b. operating system
 - c. Safe Exam Browser installed on each client
 - d. Exam application: installed on each examinee's client
 - e. Supervisor application: installed on each client/supervisor's computer
3. Human Resources
 - a. Central committee team Registration/PPUM IT team, central validation team
 - b. server administrator, local technicians, supervisors, examinees, and naive users.
4. Data: Examinees' information from the registration team and test packages from the test material team.
5. Guidelines: SOG, user manual, installation instructions, and Q&A.

Based on these five components, the most important aspect is the need for software to be used during the test.

3.2 The Administration of the Test

The most important stages in the implementation of the UTBK of SMM PTN-BARAT are the development of the test system, data conversion, preparation of infrastructure, and the exam itself.

3.2.1 Hardware Specifications of the Server

The minimum specifications for the test server are as follows:

1. PC/Tower/Desktop (not laptop).
2. Minimum 128 GB HDD
3. 2 Ethernet/LAN Cards that support 100/1000 Mbps (not USB LAN).
4. UPS (able to last at least 15 minutes).
5. Minimum required CPU & RAM specifications

The number of Exam PCs.	CPU	RAM
< 125	4 cores	4 GB
125 – 250	8 cores	8 GB
250 – 500	16 cores	16 GB
500 – 750	32 cores	32 GB

6. One (1) backup server with similar specifications

3.2.2 Hardware Specification of Client (PC)

Each test location must have one supervisor PC, at least 10% minimum backup for examinees' PCs. The minimum specifications for the supervisor and examinees' PCs are as follows:

1. PC tower/desktop/laptop (not a Thin Client).
2. Dual Core or higher equivalent processor.
3. 2 GB RAM
4. Minimum 100 GB storage
5. 100/1000 Mbps Ethernet
6. 1024x768 pixel resolution screen with true color (32-bit) and a minimum size of 11 inches.
7. Installed Safe Exam Browser
8. Using Windows 7 64-bit operating system or the latest version.
9. Using a Wire, not Wireless, supporting 100/1000 Mbps.

3.2.3 Network Configuration

Every organizer of UTBK SMM PTN-BARAT is required to set up the network at each test location according to the following rules:

1. The supervisor and exam PCs and backup PCs at a test location must not be connected to other networks (Isolated network).
2. The test server must have 2 gigabit-supported Ethernet interfaces, the first of which is connected to a stable 24x7 dedicated internet with a minimum internet speed of 10 Mbps, and the second leads to the test room.
3. The configuration for the server uplink (towards the internet) and downlink (towards

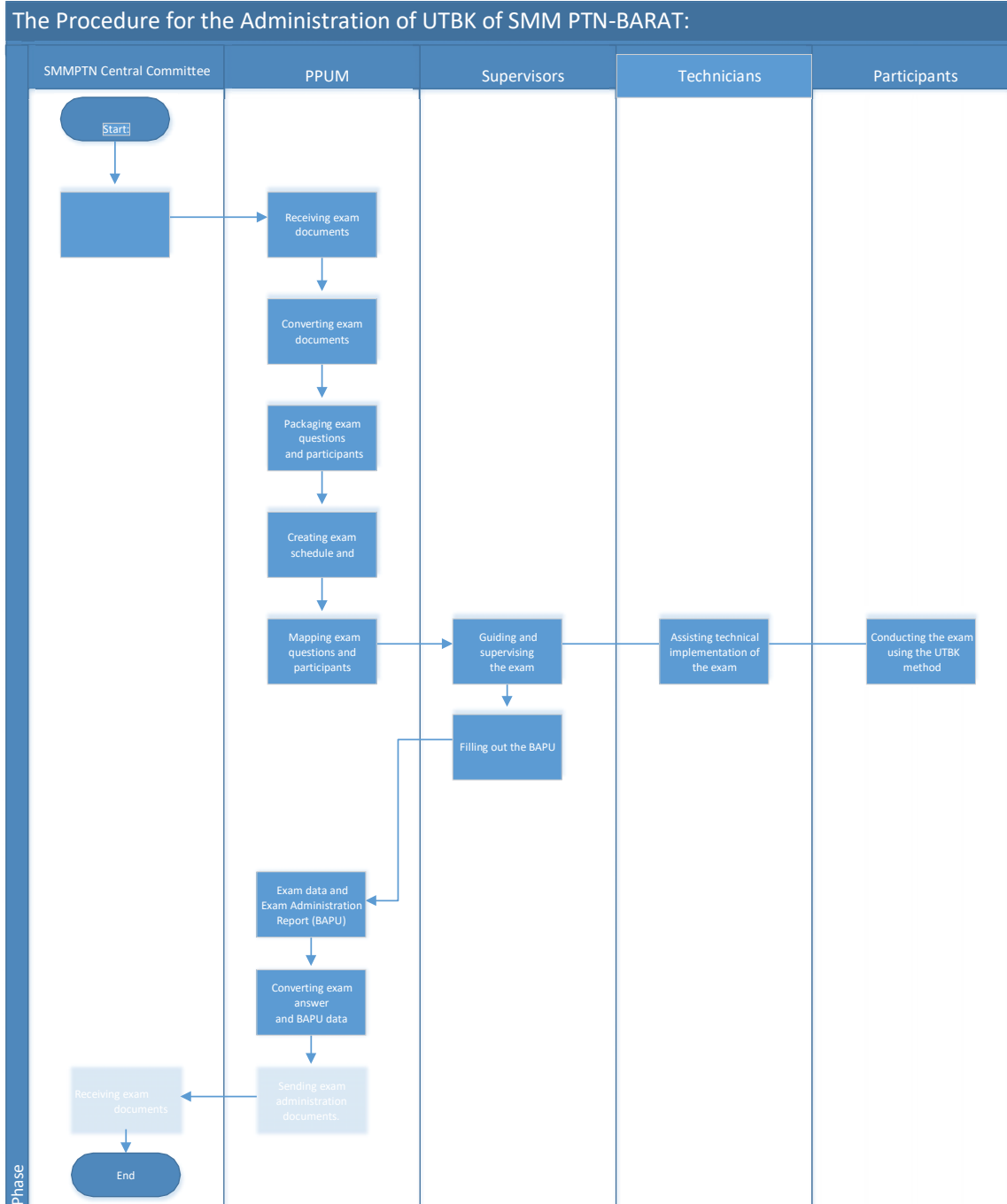
the test room) must not be in the same network.

4. Network configuration management is delegated to each test location manager, including IP address allocation.
5. The communication between the test server and test PCs is based on routing (WITHOUT NAT) if the test server and PC network are different (Layer 3).
6. The DNS configuration for test PCs is set to the test server IP address.
7. Ports 22, 20, and 443 are not blocked.

3.2.4 Power Supply

1. The main and alternative power supply must be guaranteed to be ready ten days before the test.
2. An alternative power generator device is available to meet the power supply in the form of UPS and generator.
3. UPS is available for the server in the test room and network devices.
4. The generator can meet the power supply for lighting, cooling, and ventilation systems and clients during the main power supply interruption during the test.
5. If a laptop is used as a client computer, it does not require UPS, the alternative power source (UPS/generator) can automatically meet power needs (without downtime) as soon as the regular power supply goes out.

3.2.5 Flow Chart



CHAPTER IV

MANAGEMENT OF UTBK QUESTION PACKETS

4.1 Objectives

Standard Operating Procedure (SOP) on question package management is established as a reference for parties involved in managing exam question packages in administering the UTBK SMM PTN-BARAT 2021.

4.2 Terms

The regulations for the management of question-and-answer key files are as follows:

1. The examination questions consist of two types: the Scholastic Potential Test (TPS) and the Academic Competency Test (TKA).
2. The Science and Technology TKA covers Mathematics, Physics, Chemistry, and Biology. In comparison, Social and Humanities TKA covers the test material: Geography, History, Sociology, and Economics.
3. TPS questions are tested with a maximum duration of 105 minutes
4. The Science and Technology/ Social and Humanities TKA questions are tested with a maximum duration of 90 minutes.
5. Question packages are distributed to the PPUM server 2-3 days before the examination.
6. On each examination day, at the earliest 2 hours before the examination begins, the PPUM server administrator opens the question package seal. The UTBK system will package the examination package for that day's examination.
7. During the examination, the supervisor distributes tokens to the participants.
8. After the examination, the supervisor sends the online BAPU to the PPUM server. At the latest 1 hour after the examination is over, the PPUM server administrator must upload the examination results package to the Central server. The Upload Exam Results button only becomes active when all supervisors have sent the BAPU through the supervisor application.
9. If the Exam Results Upload process is complete, the PPUM server admin can download the exam results file verification document.
10. The PPUM server administrator deletes all question packages on the PPUM server.

CHAPTER V QUALITY ASSURANCE

5.1 Background

The implementation of SMM PTN-BARAT 2021 must meet the quality standards required in the student selection process. Quality assurance is carried out so that stakeholders receive certainty and satisfaction with the administration of this selection. The scope of quality assurance covers the process of determining and fulfilling consistent and continuous quality management standards for the selection.

The management of SMM PTN-BARAT 2021 is considered successful and of high quality if its implementation can guarantee the quality of selection management, from the dissemination of information to the public, preparation of UTBK facilities and infrastructure, registration of selection participants, the conduct of the exam, assessment, selection, and allocation, determination of graduation, the announcement of test results, and financial management. The quality assurance process is carried out through monitoring to ensure the credibility of the selection and evaluation to obtain improvement guidance for future implementation.

Monitoring and evaluation (M&E) is an inseparable part of the quality assurance process.

Therefore, a planning, implementation, evaluation, and correction process is needed to improve and develop the administration of SMM PTN-BARAT 2021. The M&E components include inputs, processes, outputs, and impacts that provide feedback to improve the future preparation and implementation of SMM PTN-BARAT.

In 2021, the SMM PTN-WEST begins to use Computer-Based Written Tests (CBWT) and still pay attention to the new normal condition that prioritizes **health and safety** for all components involved by strictly applying health protocol standards.

5.2 Objectives

Standard Operating Procedure (SOP) regarding quality assurance is established as a reference for parties involved in the monitoring process to obtain a picture and empirical information about various matters related to the implementation of SMM PTN-BARAT 2021.

5.3 General Terms

1. Monitoring and evaluation are the observation and evaluation activities of the implementation of SMM PTN-BARAT 2021 to obtain a picture and empirical information using established instruments.
2. SMM PTN-BARAT 2021 Monitoring and Evaluation components include input, process, and output aspects of the test implementation and the application of Covid-19 health protocols.
3. The monitoring and evaluation process includes Internal monitoring carried out by each PTN and External Monitoring carried out by the SMM PTN-Barat 2021 Committee and Task Force.
4. The respondents in the monitoring activity are the Head of PPUM and several Sector/Location/Room Responsible persons in each PPUM.

5.4 Specific Terms

1. The aspects targeted for monitoring and evaluation for the Head of PPUM are:
 - a. Socialization and publication aspects, including:
 - 1) the delivery of SMMPTN-WEST information to the public;
 - 2) ease of access to information;
 - 3) readiness of public relations, help desk at PTN, PTN website, and SMM PTN-WEST 2021 website; and
 - 4) the effectiveness of the method of spreading information.
 - b. Registration implementation aspect, including:
 - 1) the delivery of registration information;
 - 2) ease of access;
 - 3) ease of filling in registration;
 - 4) accuracy of the registration system output; and
 - 5) conformity of the registration result card
 - 6) reliability of the registration system.
 - c. Computer-based written test implementation aspect, including:
 - 1) conformity of UTBK implementation with SOP;
 - 2) suitability of the exam location and room;
 - 3) completeness of exam documents;
 - 4) the validity of the examinees.
 - 5) implementation of test supervision
 - d. SOP aspect, including:
 - 1) understanding of the established SOP
 - 2) clarity of SOP language

- 3) The ease of SOP implementation
- e. Covid-19 health protocol implementation aspect, including:
 - 1) Temperature checks for participants and committee members;
 - 2) Wearing a mask while in the test environment for participants and committee members;
 - 3) No physical contact, and one test room is filled to a maximum of half the room's capacity;
 - 4) No crowding of participants and committee members before or after the test;
 - 5) Washing hands or using hand sanitizer before the test starts;
 - 6) Availability of masks, hand washing/hand sanitizer equipment, and thermogun;
 - 7) Availability of health rooms, staff, and on-call ambulance; and
 - 8) The number of participants detected with Covid-19 symptoms (body temperature 37.5).
2. The aspects targeted for monitoring for the Sector/Location/Room Responsible persons in each PPUM are:
 - a. UTBK infrastructure and facilities, including:
 - 1) comparison of the test room area with the number of participants;
 - 2) availability of computer chairs and sufficient chairs for test participants;
 - 3) adequacy of lighting and cooling in the test room;
 - 4) facilities for chairs/desks, computers, and stationery for supervisors;
 - 5) availability of backup computers;
 - 6) availability of backup electricity (generator set);
 - b. The activities of the Person in Charge of the Room and Test Proctors include:
 - 1) The compatibility of the number of supervisors with the number of participants;
 - 2) Understanding of the person in charge of the room and test proctor in enforcing test administration rules;
 - 3) compliance of supervisors in performing their duties.
 - c. Exam Participants, including:
 - 1) number of participants in one room;
 - 2) consistency of participants with proof of attendance;
 - 3) completeness of exam requirements documents;
 - 4) absence of participants during the exam;

5.5 Work Instructions

The monitoring and evaluation are conducted by the monitoring team using the following mechanism:

1. Preparation of relevant monitoring instruments with the monitoring objectives;
2. Working group coordination with state universities administering UTBK and skills exams;
3. Direct monitoring of the implementation of Standard Operating Procedures (SOPs); and
4. Recapitulation and analysis of monitoring results as input for a comprehensive future evaluation of the SMM PTN-BARAT 2021 administration.

The stages of activities in the monitoring and evaluation are as follows:

1. Preparation

Preparation activities to support monitoring and evaluation activities include:

- a. Determining the schedule for monitoring and evaluation activities and notifications to relevant parties;
- b. Providing information to officers and monitoring targets about the scope of information/data to be monitored and evaluated; and
- c. Preparation of administrative completeness and monitoring and evaluation instruments and responsible parties.

2. Implementation

The steps to be taken in the implementation of monitoring and evaluation are as follows:

- a. Data collection using the instruments and schedules that have been established;
- b. Compilation of monitoring and evaluation results in accordance with the components that have been established; and
- c. Data processing, analysis, and disclosure of monitoring problems and alternatives to overcome on-site issues.

3. Post-Implementation

The monitoring team prepares and submits a report on the monitoring results to the Chairperson of the SMM PTN-BARAT 2021 Committee in accordance with the agreed schedule, attaching supporting field data. The monitoring and evaluation report is compiled with the following systematics:

- a. Preparation and scope of monitoring and evaluation implementation;
 - b. Monitoring and evaluation implementation mechanism;
 - c. Monitoring and evaluation results;
 - d. Data Analysis;
 - e. Problems and alternatives to overcome problems on site;
-

-
- f. Conclusion of monitoring and evaluation results;

- g. Recommendations for follow-up of monitoring and evaluation results;
Conclusion; and
- h. Conclusion; and
- i. Related attachments.”

CHAPTER VI

PUBLIC RELATIONS AND PROMOTION

6.1 Background

One effort to ensure that the SMM PTN-BARAT 2021 admission process is well and massively socialized is to provide a clear and comprehensive information center. Information about SMM PTN-BARAT 2021 must be made as clear as possible with the required detailed requirements so that candidates for SMM-PTN-BARAT 2021 can follow the selection process accurately and reduce the risk of loss, both in choosing state universities or the cost that must be incurred during registration. Specifically, during the Covid-19 pandemic that occurred since 2020, the information provided must include all information related to the health protocols that must be followed by participants and Independent Examination Committee (PPUM) in accordance with recommendations from the Covid-19 Task Force in each region.

The comprehensive information related to SMM PTN-BARAT 2021 compiled by the committee is the formulation of a summarized selection system information from the Standard Operating Procedures (SOP) of a selection system. Promotion and socialization of SMM PTN-BARAT 2021 are expected to reach its target evenly so that candidates can know all the rules and requirements in full and follow all the registration stages correctly. This is also intended so that participants can avoid all possible transmission or become a Covid-19 transmission agents.

The socialization of SMM PTN-BARAT 2021 is organized by the SMM PTN-BARAT 2021 Secretariat and PPUM by involving school leaders, students, and their parents. This socialization can be conducted online or offline according to Covid-19 SOP. The socialization materials include:

- 1) Background of SMM PTN-BARAT 2021,
- 2) Objectives
- 3) General Terms and Conditions
- 4) Registration and Selection Fees and Payment Procedures,
- 5) Activity Schedule, Examination Group Options, Number and Study Program Options, Place and Location of Exams
- 6) Selection Principles and Mechanisms, and Information Flow,
- 7) and other materials considered important, such as the health SOP set by the Covid-19 Task Force.

6.2 Objectives

The creation of this promotional POB serves as a reference for the Central Secretariat and PPUM in carrying out socialization and promotion activities so that the public, especially prospective participants, can obtain complete and correct information about the SMM PTN-BARAT 2021. Specifically, during the ongoing Covid-19 pandemic in 2021, the aim is to protect the organizers and participants of the SMM PTN-BARAT 2021 from Covid-19 transmission.

6.3 General Terms

1. Communication can be conducted through direct meetings with stakeholders (students, schools, parents), management of the SMM PTN-BARAT 2021 website, and dissemination of information through print and electronic media while taking into account and implementing the Covid-19 SOPs established.
2. The SMM PTN-BARAT 2021 help center is a medium for providing information services to the public. The help center service is provided to assist and simplify the registration process for prospective participants who are unaware or do not have information about the registration procedures, or are unsure of the information they have obtained. The SMM PTN-BARAT 2021 help center service is divided into two types:
 - a. The <https://smmptnbarat.id> website for online information services to the public;
 - b. Telephone service to the SMM PTN-BARAT 2021 Secretariat and/or public relations and promotion officers at each participating university; and
 - c. Instant messaging service applications such as (LINE, WhatsApp, and Telegram). This help center is also provided through social media (Instagram, Twitter, and Facebook). These assistance programs must be carried out considering the established Covid-19 SOPs.

6.4 Specific Terms

The form of information provision given to make this socialization and promotion process run effectively is:

1. Information is announced periodically.
2. Information is available at all times.
3. Information is available through request mechanisms.
4. Information is delivered by considering and applying the established Covid-19 SOP.

6.5 Work Instructions

1. Information Service Work Instruction

- a. The support center (<https://smmptnbarat.id/>) is managed by the Secretariat of SMM PTN-BARAT 2021. The site is an official communication media for the public who need certainty on general information, requirements, registration mechanisms, fees, implementation schedules, test materials, announcements, etc. The support center receives requests from prospective participants and forwards the information to the local state university committee intended by the prospective participant.
- b. <https://smmptnbarat.id/> is a facility provided by the SMM PTN-BARAT 2021 Committee for the public to obtain complete information, including general information, requirements, registration mechanisms, fees, implementation schedules, test materials, announcements of SMM PTN-BARAT 2021, and others. The site is designed to be easily accessible at all times. The site infrastructure management is located in one of the state universities appointed by the SMM PTN-BARAT 2021 Committee.
- c. The management of the SMM PTN-BARAT 2021 social media includes Facebook (<https://facebook.com/smmptnbarat>), Twitter (@smmptnbarat), and Instagram (@smmptnbarat). These social media are facilities provided by the committee to deliver various current information briefly so that the general public can immediately know them. The Public Relations and Promotion Task Force carries out the management of social media.
- d. Announcement of the Result of SMM PTN-BARAT 2021
The selection results will be announced on <https://smmptnbarat.id/> on July 14, 2021, at 16.00 WIB.
- e. The announcement can be accessed through the mirror sites: smmptn.unila.ac.id, smmptn.unja.ac.id, smmptn.untirta.ac.id, smmptn.upr.ac.id, smmptn.utu.ac.id, smmptn.unsyiah.ac.id, smmptn.itera.ac.id, smmptn.umrah.ac.id and smmptn.unri.ac.id.
- f. This information service work is carried out by considering and applying the established Covid-19 SOP.

2. Socialization Work Instruction

a. Initial Socialization

The initial socialization of SMM PTN-BARAT 2021 is carried out by the Secretariat by inviting the PPUMs of each state university. The socialization is done to provide initial information on the implementation of SMM PTN-BARAT 2021. One socialization effort is to explain the approved POB.

b. PPUM Socialization

Continued socialization activities are carried out by the PPUM representatives to the technical implementation team at each PTN participating in SMM PTN-BARAT 2021. The socialization is carried out to provide more detailed information on the implementation.

c. Information Dissemination

Information dissemination is the process of socializing/spreading information about the 2021 National Higher Education Entrance Exam (SMM PTN-BARAT) by inviting/visiting/attending schools and communities that need complete information about the exam. This activity is carried out by the Public Relations and Promotion Committee and the PPUM Public Relations.

d. Running text advertisements on television

The purpose of the running text advertisement on television is to spread information about the SMM PTN-BARAT 2021 through concise narration by taking advantage of the power of television in attracting viewer attention. The narration is prepared by the Public Relations and Promotion Committee. The running text advertisement is in partnership with the television station.

e. Advertisements on social media

The advertisement on social media platforms such as Instagram, Facebook, and YouTube is shown through short narration and videos to attract potential participants. The narration and videos are prepared by the Public Relations and Promotion Committee in partnership with the PPUM of each state university.

f. Talk show on Television and Radio

The talk show on television and radio aims to spread information about the SMM PTN-BARAT 2021 through live broadcasts by inviting speakers who allow audience interaction with television viewers and radio listeners. The show, which lasts 30 to 60 minutes, is planned by the Public Relations and Promotion Committee in partnership with the television and radio station.

g. Press conference

Widespread dissemination of information about the SMM PTN-BARAT 2021 in the community requires effective measures by delivering explanations through public information sources such as newspapers or online media. This activity is expected to prevent the community or participants of the SMM PTN-BARAT 2021 from getting incorrect or irresponsible information. This step is also considered appropriate in clarifying the possibility of inaccurate or inaccurate information that is spreading in the community.

- h. The initial socialization work is carried out while considering and implementing the Covid-19 SOP established.

3. Promotion Instructions

- a. Publication of advertisements in national print, electronic, and broadcast media. The advertisement is designed as attractive as possible to promote the SMM PTN-BARAT 2021 through national print media. The advertisement material is designed by the Public Relations and Promotion Committee in collaboration with partner banks.
- b. Publication of advertisements in local print, electronic, and broadcast media. The advertisement material at the local level is also made as attractive as possible so that promotional efforts at the local level can attract public attention, especially exam participants. The advertisement material is designed by the PPUM Public Relations and published in local media in collaboration with strategic partners.
- c. Participation in Education Exhibitions
The SMM PTN-BARAT 2021 committee participates in various education exhibitions organized by government and private institutions. Participation in these events is coordinated by the Public Relations and Promotion Committee for events at the national level and by the PPUM Public Relations for events at the local level.
- d. This promotion service is carried out while considering and implementing the Covid-19 SOP established.

4. Work Instruction for Coordination

- a. Coordination with partner banks (Bank Mandiri, BTN, BNI, and BSI) is carried out to maintain good relations, excellent service, and optimal performance for the smooth implementation of SMM PTN-BARAT 2021, especially in various policy arrangements. The coordination is facilitated by the Public Relations and Promotion Committee.
- b. Coordination between the committee and the PPUM is carried out to maintain good relations, excellent service, and optimal performance for the smooth implementation of SMM PTN-BARAT 2021, especially in various operational arrangements. The coordination is carried out by the Public Relations and Promotion Committee.
- c. The Public Relations Network is a communication network between the Public Relations and Promotion Committee and the PPUM (through the head and PPUM of PTN) through email, telephone, social media, and other media, to facilitate communication, information delivery, and feedback during the implementation of SMM PTN-BARAT 2021.

- d. This work instruction for coordination is carried out by taking into account and implementing the Covid-19 SOP that has been established.

5. Work Instruction for Information Material Production

- a. The creation of an Information Kit in the form of a Compact Disc (CD) or flash drive which will be distributed to each PPUM, mass media, schools, and parties who need it. The information material is compiled by the Public Relations and Promotion Committee for distribution to the PPUM in collaboration with the Secretariat.
- b. The duplication of the initial information material for SMM PTN-BARAT 2021 in the form of posters is carried out by the Public Relations and Promotion Committee to meet the needs of information in the form of printed material, and distributed throughout the region with the assistance of the PTN PPUM and working partners.
- c. The preparation and duplication of the SOP are distributed to the Secretariat and PTN PPUM as a reference for the implementation of the SMM PTN-BARAT 2021 activity. The duplication of the SOP is carried out by the Public Relations and Promotion Committee in collaboration with the Secretariat.
- d. The creation of a registration guide for SMM PTN-BARAT 2021 in the form of a poster is carried out by the Public Relations and Promotion Committee, printed by the working partner, and distributed to the public through the state university PPUM in collaboration with the Secretariat.
- e. The creation of outdoor media in the form of banners, posters, banners, and brochures containing short messages or information is carried out by the Public Relations and Promotion Committee, printed by the working partner, and distributed to the public through the state university PPUM in collaboration with the Secretariat. However, it is not impossible for the PTN PPUM to produce the outdoor media itself with the content referring to the POB.
- f. This work for the production of information materials is carried out by taking into account and implementing the Covid-19 SOP that has been established.

6. Work Instruction for Specific Activity Implementation

The specific activity referred to is the launching activity. The launching of SMM PTN-BARAT 2021 is the inaugural launch of information for SMM PTN-BARAT 2021, which is organized by the committee in collaboration with the partner banks. The launch is broadcast by various mass media by inviting speakers. This work for the implementation of special activities is carried out by taking into

account and implementing the Covid-19 SOP that has been established.

7. Work Instruction for Relations with Media

- a. The conference press management is an activity managed by the Public Relations and Promotion Committee to convey various information related to SMM PTN-BARAT 2021 by inviting journalists/media partners. The press conference is carried out as needed, for example to provide new information or clarify various issues related to SMM PTN-BARAT 2021 through the help of the mass media.
- b. The press release is the delivery of information related to SMM PTN-BARAT 2021 that is prepared by the Public Relations and Promotion Committee, to be delivered to journalists/mass media directly, through email and/or facsimile. The information material consists of new information as well as clarification of specific issues and is made as needed.
- c. Media relations work is carried out while considering and implementing the Covid-19 SOP established.

8. Work Instructions for Resolving and Handling Information Disputes

Mediation and advocacy activities for information disputes are carried out based on the needs of the information applicants related to SMM PTN-BARAT 2021, with coordination from the Public Relations and Promotion Committee and the Ministry of Education and Culture. The resolution of disputes refers to Law No. 14/2008 on Public Information Openness. The resolution and handling of information disputes work is carried out while considering and implementing the Covid-19 SOP established.

Chapter VII

SCHEDULE OF ADMINISTRATION AND FINANCING

7.1 Schedule of Administration

The schedule for the administration of the SMM PTN-BARAT 2021 exam activities is tabulated in Table 7.1, while the SMM PTN-BARAT 2021 Registration Flow is depicted in Appendix 7.

Table 7.1 Schedule for the Administration of SMM PTN-BARAT 2021 examination activities

No.	Activity	Date of Administration
1	Production of promotional materials and socialization in media <i>such as: website, print media advertorial, Facebook talk show, banner, Instagram, Twitter, and banners.</i>	<i>April 2021</i>
2	<i>Setting up the SMM PTN-BARAT 2021 website</i>	April 2021
3	<i>Setting up the SMM PTN-BARAT 2021 call center</i>	April 2021
4	Launching of SMM PTN-BARAT 2021	May 17th, 202
5	Socialization of SMM PTN-BARAT 2021 through media such as <i>website, print media advertorial, Facebook talk show, banner, Instagram, Twitter, and banners.</i>	May 17th to June 21st, 2021
6	Signing of Partnership Agreement with Bank Partner	May 11th, 2021
7	Registration of SMM PTN-BARAT 2021 participants	May 17th to June 21st, 2021
8	Computer-based written test (UTBK) for SMM PTN-BARAT 2021	June 28th to July 7th, 2021
9	Ranking	July 8th to 10th, 2021
10	Announcement of SMMPTN 2021	July 14th, 2021; 4:00 PM WIB

7.2 Financing

The registration and test fee for SMMPTN-BARAT 2021 is Rp. 350,000. Further institution development fees will be announced on each state university's website.

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Government of the Republic of Indonesia, 2008, The Law of the Republic of Indonesia Number 14 of 2008 on Public Information Openness, Ministry of Law and Human Rights of the Republic of Indonesia, Jakarta.

Appendix 1. Handover Report of BA.ST exam documents

	<p>INDEPENDENT SELECTION FOR STATE UNIVERSITY FOR WEST REGION (SMM PTN-BARAT) 2021</p>
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<p>HANDOVER REPORT OF EXAMINATION DOCUMENTS</p>	<p>BA.ST</p>
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This sheet is for: 1. Head of PPUM

 2. Person in Charge of Location

Today on month..... year two thousand and
Nineteen, in..... has been handed over by:

.....
As the Head of PPUM

To

Person in Charge of Location

Exam Documents for Person in Charge of Location ... with details as follows.

MATERIALS	Number of Copies	Number of Boxes
Exam Administration Report (BAPU)		
Blank Paper		


The one who receives
Person in Charge of Location

Official Reg. No.

The one who gives
the Head of PPUM

Official Reg. No.

Appendix 2. Monitoring and evaluation instrument sheet

	<p>INSTRUMENT SHEET</p> <p>INTERNAL MONITORING AND EVALUATION (M&E) OF THE INDEPENDENT SELECTION FOR STATE UNIVERSITY FOR WEST REGION (SMM PTN-BARAT) 2021</p> <p>PERSON IN CHARGE OF SECTOR</p>
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Attention :

- 1) This sheet must be filled out at the test location by the Internal M&E implementation team (Person in Charge of Sector)
- 2) The exam location is randomly selected with a minimum of 5 locations
- 3) The sheet is considered valid if all instruments have been filled out and signed by the internal M&E implementer (in this case the Person in Charge of Sector).
- 4) This sheet is submitted to the PPUM after the exam is finished on the same day.

ANSWER THE QUESTIONS BELOW BY CIRCLING AND FILLING IN ACCORDING TO THE DATA.

A. INFRASTRUCTURE AND FACILITIES OF UTBK

- | | | |
|---|--------|-------|
| ▪ Is the test room spacious enough according to the number of examinees? | 1. Yes | 2. No |
| ▪ Is there enough computer and chair for examinees? | 1. Yes | 2. No |
| ▪ Is the lighting and air circulation inside the test room sufficient? | 1. Yes | 2. No |
| ▪ Are there enough chair/table facilities, computers, and stationery for supervisors? | 1. Yes | 2. No |
| ▪ Is the Internet network adequate/stable? | 1. Yes | 2. No |
| ▪ Is there a backup computer available? | 1. Yes | 2. No |
| ▪ Is there a backup electricity (generator set) available? | 1. Yes | 2. No |

Note :

B. THE ACTIVITIES OF THE PERSON IN CHARGE OF LOCATION, THE PERSON IN CHARGE OF ROOM , AND EXAM PROCTOR

- | | | |
|---|------------|-------|
| ▪ How many supervisors are in the room? | ... people | |
| ▪ Is the number of exam proctor appropriate for the number of examinees? | 1. Yes | 2. No |
| ▪ Does the Person in Charge of Room and exam proctor understand the rules of exam administration? | 1. Yes | 2. No |
| ▪ Does the exam proctor check the completeness of the examinees? | 1. Yes | 2. No |
| ▪ Does the exam proctor fill in the incident report document according to the instructions? | 1. Yes | 2. No |
| ▪ Does the Person in Charge of Room and the exam proctor arrive on time? | 1. Yes | 2. No |
| ▪ Does the the Person in Charge of Location coordinate with the the Person in Charge of room before and after the exam? | 1. Yes | 2. No |
| ▪ Do the Person in Charge of Location actively performing their duties during the exam? | 1. Yes | 2. No |
| ▪ Does the Person in Charge of Location arrive on time? | 1. Yes | 2. No |

Note :

C. TEST TAKERS

- | | | |
|--|---------------|----------------|
| ▪ How many total examinees are in the room? | 1. Female:... | 2. Male: |
| ▪ Are the number of examinees in accordance with the examinees' proof of attendance? | 1. Yes | 2. No |
| ▪ Do all examinees bring the required test documents? | 1. Yes | 2. No |
| ▪ Are all examinees on time? | 1. Yes | 2. No |
| ▪ Are there any examinees who are absent? | 1. Yes | 2. No |
| ▪ Are there any examinees who drop out/sick during the test? | 1. Yes | 2. No |
| ▪ Are there any examinees cheating during the test? | 1. Yes | 2. No |

Note :

D. COVID-19 HEALTH PROTOCOL

- | | | |
|---|--------|-------|
| ▪ Do participants and organizing committee wear masks while in the examination environment? | 1. Yes | 2. No |
| ▪ Is there physical contact and is the testing room filled to a maximum of 50% capacity? | 1. Yes | 2. No |
| ▪ Are there crowds of examinees and organizing committee both before and after the test? | 1. Yes | 2. No |
| ▪ Have the examinees washed their hands before the test begins? | 1. Yes | 2. No |
| ▪ Are masks, hand washing/hand sanitizer equipment, and thermoguns available? | 1. Yes | 2. No |
| ▪ Is there a health room, staff, and an on-call ambulance available? | 1. Yes | 2. No |
| ▪ Have any participants been detected as having Covid-19 (temperature above 37.5)? | 1. Yes | 2. No |

* If so, write the number in the notes.

Note :

Note :

EXAM DATE / DAY :

EXAM LOCATION :

Internal M&E Implementer (Person in Charge of Sector)

(.....)
Offi
cial
Reg.
No.



INSTRUMENT SHEET
INTERNAL MONITORING AND EVALUATION (M&E) OF THE
INDEPENDENT SELECTION FOR STATE UNIVERSITY FOR WEST
REGION (SMM PTN-BARAT) 2021

PERSON IN CHARGE OF LOCATION

Attention :

- 1) This sheet must be filled out at the test location by the Internal M&E implementation team (Person in Charge of Location)
- 2) The exam location is randomly selected with a minimum of 5 rooms
- 3) The sheet is considered valid if all instruments are filled out and signed by the Person in Charge of Location and the internal M&E Implementer
- 4) This sheet is submitted to the PPUM after the exam is finished on the same day.

ANSWER THE QUESTIONS BELOW BY CIRCLING AND FILLING IN ACCORDING TO THE DATA.

A. INFRASTRUCTURE AND FACILITIES OF UTBK

- | | | |
|---|--------|-------|
| ▪ Is the test room spacious enough according to the number of examinees? | 1. Yes | 2. No |
| ▪ Is there enough computer and chair for examinees? | 1. Yes | 2. No |
| ▪ Is the lighting and air conditioning inside the exam room sufficient? | 1. Yes | 2. No |
| ▪ Are there enough chair/table facilities, computers, and stationery for supervisors? | 1. Yes | 2. No |
| ▪ Is the Internet network adequate/stable? | 1. Yes | 2. No |
| ▪ Is there a backup electricity (generator set) available? | 1. Yes | 2. No |

Note :

B. ACTIVITIES OF THE PERSON IN CHARGE OF ROOM AND EXAM PROCTORS

- | | | |
|--|------------|-------|
| ▪ How many supervisors are in the room? | ... people | |
| ▪ Is the number of exam proctor appropriate for the number of examinees? | 1. Yes | 2. No |
| ▪ Do the Person in Charge of Room and exam proctor understand the rules of exam administration? | 1. Yes | 2. No |
| ▪ Does the exam proctor check the completeness of the examinees? | 1. Yes | 2. No |
| ▪ Does the exam proctor fill in the incident report document according to the instructions? | 1. Yes | 2. No |
| ▪ Does the Person in Charge of Room coordinate with the exam supervisor before and after the exam? | 1. Yes | 2. No |
| ▪ Do the Person in Charge of Room and the exam proctor arrive on time? | 1. Yes | 2. No |
| ▪ Does the exam proctor actively performing their duties during the exam? | 1. Yes | 2. No |

Note :

C. TEST TAKERS

- | | | |
|--|------------|----------|
| ▪ How many total examinees are in the room? | 1. Female: | 2. Male: |
| | ... | ... |
| ▪ Are the number of examinees in accordance with the examinees' proof of attendance? | 1. Yes | 2. No |
| ▪ Do all examinees bring the required test documents? | 1. Yes | 2. No |
| ▪ Are all examinees on time? | 1. Yes | 2. No |
| ▪ Are there any examinees who are absent? | 1. Yes | 2. No |
| ▪ Are there any examinees who drop out/sick during the test? | 1. Yes | 2. No |
| ▪ Are there any examinees cheating during the test? | 1. Yes | 2. No |

Note :

D. COVID-19 HEALTH PROTOCOL

- | | | |
|---|--------|-------|
| ▪ Do participants and organizing committee wear masks while in the examination environment? | 1. Yes | 2. No |
| ▪ Is there physical contact and is the testing room filled to a maximum of 50% capacity? | 1. Yes | 2. No |
| ▪ Are there crowds of examinees and organizing committee both before and after the test? | 1. Yes | 2. No |
| ▪ Have the examinees washed their hands before the test begins? | 1. Yes | 2. No |
| ▪ Are masks, hand washing/hand sanitizer equipment, and thermoguns available? | 1. Yes | 2. No |
| ▪ Is there a health room, staff, and an on-call ambulance available? | 1. Yes | 2. No |
| ▪ Have any participants been detected as having Covid-19 symptoms (temperature above 37.5) | 1. Yes | 2. No |

* If so, write the number in the notes.

Note :

Note :

EXAM DATE / DAY :

EXAM LOCATION :

ROOM CODE :

Person in Charge of Room

M&E Implementer

(.....)
Official Reg. No.

(.....)
Official Reg. No.



INSTRUMENT SHEET
INTERNAL MONITORING AND EVALUATION (MONEV) OF THE
INDEPENDENT SELECTION FOR STATE UNIVERSITY FOR WEST
REGION (SMM PTN-BARAT) 2021

THE INDEPENDENT EXAM ORGANIZING COMMITTEE (PPUM)

ANSWER THE QUESTIONS BELOW BY CIRCLING AND FILLING IN ACCORDING TO THE DATA.

A	Socialization and Publication Aspects					
1	The delivery of SMMPTN-BARAT information to the community?	1	2	3	4	5
2	Ease of access to information?	1	2	3	4	5
3	Help desk readiness at State Universities, State University websites, and SMM PTN-BARAT 2020 website?	1	2	3	4	5
4	The effectiveness of information dissemination methods	1	2	3	4	5
B	ASPECTS OF REGISTRATION IMPLEMENTATION					
1	Availability of registration information	1	2	3	4	5
2	Ease of access to registration	1	2	3	4	5
3	Ease of filling out registration	1	2	3	4	5
4	Accuracy of the registration system output	1	2	3	4	5
5	Matching of registration result cards	1	2	3	4	5
6	Reliability of the registration system	1	2	3	4	5
C	ASPECTS OF COMPUTER-BASED WRITTEN EXAM (UTBK) ADMINISTRATION					
1	Conformity of UTBK implementation with SOP	1	2	3	4	5
2	Suitability of the exam location and room	1	2	3	4	5
3	Completeness of exam documents	1	2	3	4	5
4	Validity of examinees	1	2	3	4	5
5	Implementation of test supervision	1	2	3	4	5
D	ASPECTS OF SKILLS EXAM ADMINISTRATION					
1	The conformity of the implementation of the skills exam with the SOP	1	2	3	4	5
2	The feasibility of the skills exam location;	1	2	3	4	5
3	The completeness of Skills Exam equipment;	1	2	3	4	5
4	Completeness of Exam documents;	1	2	3	4	5
5	The validity of the examinees.	1	2	3	4	5
6	Readiness of the testing team;	1	2	3	4	5
7	The Implementation of Skills exam; and	1	2	3	4	5
8	The completeness of management and delivery of skills exam results	1	2	3	4	5
9	The conformity of the implementation of the skills exam with the SOP	1	2	3	4	5
10	The feasibility of the skills exam location;	1	2	3	4	5
11	The completeness of Skills Exam equipment;	1	2	3	4	5
E	ASPECTS OF SOP					
1	Understanding of the compiled SOP	1	2	3	4	5
2	Clarity of language in SOPP	1	2	3	4	5
3	The ease of SOP implementation	1	2	3	4	5
F	COVID-19 HEALTH PROTOCOL					
1	Masks are worn while in the test environment for participants and committee members.	1	2	3	4	5
2	Physical contact is avoided, and the test room is only filled to a maximum of 50% of its capacity.	1	2	3	4	5
3	No gathering of participants and committee members before or after the test.	1	2	3	4	5
4	Washing hands or using hand sanitizer before the test begins.	1	2	3	4	5
5	Masks, hand washing tools/hand sanitizers, and a thermogun are available.	1	2	3	4	5
6	Health room, personnel, and on-call ambulance are available.	1	2	3	4	5
7	Wearing a mask while in the test environment for participants and committee members.	1	2	3	4	5
8	There are participants detected to have a fever (above 37.5) which is a symptom of Covid-19.	1	2	3	4	5

Remark: 1 = Very Poor; 2 = Poor; 3 = Adequate; 4 = Good; 5 = Excellent

**APPENDIX 3
TECHNICAL PROTOCOL OF THE SMMPTN
BARAT 2021**

1. Preparing health protocol implementing personnel for test participants and committee.
2. Every participant is ensured to be in good health and undergoes a body temperature check.
3. Every participant is required to wear a mask.
4. All involved committee members are ensured to be in good health and undergo a body temperature check.
5. Every committee member and other personnel are required to wear a mask.
6. In every test room, there is personnel responsible for sterilization.
7. The test room and its amenities are sterilized by spraying disinfectant in every session.
8. Regulating the line spacing upon entering the test room to a minimum of 1.5 meters and avoiding direct physical contact.
9. Arranging the seating distance with one computer (desk) in between and avoiding direct physical contact.
10. Providing backup masks and hand sanitizers at the entrance of the test room and restroom.
11. Providing hand washing facilities in strategic locations.