Instructions for oral on-campus exams (hygiene measures)

As of: 21 July 2020

As per the Corona Ordinance (CoronvoVO) Baden-Württemberg from 23 June 2020, universities may conduct on-campus exams if they take and adhere to corresponding measures to protect against SARS-CoV-2 infections (§§4, 5, 6, 7, 8 and 14). Exams, as all other courses and events, are subject to the provisions of the general Hygiene Regulations of the University of Konstanz to protect against SARS-CoV-2 infections from 10 June 2020.

Examiners are responsible for organizing and conducting the exams. The university’s central services support them by creating corresponding framework conditions.

I. Framework conditions

In order to generally implement and enforce these hygiene measures, the university has instated the following rules and corresponding measures for accessing and using the exam rooms:

− Only those rooms are available for exams in which the provisions of the Corona Ordinance (CoronaVO), the hygiene measures of the Robert Koch Institute (RKI) as well as the general provisions of the University of Konstanz Hygiene Regulations can be implemented and adhered to. Especially the maximum number of persons permitted in that room as per the pandemic seating plans is a decisive factor. The departments must document this accordingly in a risk assessment (see below).

− In rooms where it is not possible to open windows, during exams as well as breaks, the ventilation systems must be switched on in line with the technical recommendations for room ventilation during a pandemic.

− We have informed all teaching staff that examiners and observers who belong to a SARS-CoV-2 risk group are not required to conduct on-campus exams. If examiners fall into this category, they can agree on an online oral exam instead (OMPs = online-gestützte mündliche Prüfung) or, if it is technically possible in the room, have an examiner take part in the exam via videoconference.¹ All persons present for the exam must bring along their own face mask for situations where they cannot stay the required minimum distance apart.

¹Please utilize the options provided for in the statute on alternative exam formats and dates ("Satzung der Universität Konstanz über den Einsatz alternativer Prüfungsformen und über alternative Prüfungstermine bei infektions-schutzrechtlicher Erforderlichkeit") and observe the guidelines on conducting (online) examinations where on-campus exams are impossible/limited ("Handreichung zur Durchführung von (online-gestützten) Prüfungen bei ausgesetztem oder weiterhin eingeschränktem Präsenzprüfungsbetrieb"). Particular regulations apply to exams in the context of the first state examination for teacher education students, see https://www.bise.uni-konstanz.de/informationen-aus-aktuellem-anlass/.
The students must be informed before the exam period that

- they have to bring their own face mask. They have to wear it when entering or leaving the building and exam room as well as when the required minimum distance of 1.5 metres cannot be kept. The face mask may be removed during the exam.
- they have to bring along their own writing utensils and permitted aids,
- they may withdraw from an exam registration (voluntary or by the department) in the summer semester 2020 in accordance with the regulations communicated by the department because of coronavirus-related difficulties (e.g. study conditions or participation in courses and exams). Please do so within the announced periods for cancelling your registration or withdrawing from the exam.
- this option is available until the start of the exam if they belong to a SARS-CoV-2 risk group as per the overview of the Robert Koch Institute (RKI) and can document this fact by a medical certificate, or can document another important reason (usually illness of the student or his/her child or relative in need of care),
- they are not permitted to participate in the exam if they are prohibited from entering the university as per § 7 of the CoronaVO; in this case the cancellation takes place ex officio after the candidate has informed the university about the fact.
- in individual cases and with the examiners’ approval, the on-campus exam can be replaced by an online oral exam (OMP = online-gestützte mündliche Prüfung).
- They must inform Student Affairs and Teaching (referat.lehre@uni-konstanz.de) and the in-house physician (betriebsarzt@uni-konstanz.de) immediately if, within 14 days after taking the exam, they are diagnosed with a SARS-CoV-2 infection.

II. Measures the departments and chairs of the respective examination committees are responsible for

1. Enforcing the infection prevention measures for oral examinations in the respective room as defined in the applicable risk assessment and hygiene concept

   - In a CoV-2 risk assessment on conducting exams, the department must document that it is possible to implement and fulfil the requirements of the Corona Ordinance (CoronaVO), the hygiene measures of the Robert Koch Institute (RKI) and the provisions stated in the university’s Hygiene Regulations. Criteria include, for example, sufficient space in the room for the intended maximum number of participants; furniture that enables participants to keep the required minimum distance apart; controlled access to the building and room; a procedure for conducting the exam that fulfils infection protection requirements. For the same type of oral exams, the required infection protection measures have to be generically determined once per room.
− All examiners and observers are aware of the infection protection measures included in the risk assessment and these instructions, and they are required to implement these measures accordingly.
− All persons involved in the exam should be positioned in the room so that they can remain the required minimum distance apart, also in cases when participants are standing or speaking louder than usual. If this is helpful for the exam process, a plexiglass barrier can provide additional protection or a visualizer can be used to project handwritten notes onto a wall or projection screen.
− In case examiners, observers, minute takers or students have either forgotten to bring a face mask or need a new one, a small number of face masks and disposable gloves can be kept in the exam rooms or the departmental office.

2. Controlling access to the building and to the exam room
− If the risk assessment for the exam room does not provide for another option, the respective students will be admitted to the building at a predetermined location and then accompanied back to this location to exit the building afterwards. Everyone must remain two metres, or at least 1.5 metres, apart at all times. If this is not possible due to spatial conditions, all persons involved must wear a face mask when the distance between them is below the required minimum distance. This also applies to special situations during the exam in which the minimum distance cannot be kept.

3. Documenting the persons present
− On the day of the exam, the person responsible for the exam must keep a list of the contact details of all persons involved in the exam. This list must be stored for four weeks afterwards to be able to trace contacts in case of a SARS-CoV-2 infection.

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2The departments must provide their own small supply of replacement face masks for such cases; Facility Management is not responsible for this matter.
3Disposable gloves were delivered to the departmental offices (one time) by the Office for Curricular Affairs (Student Affairs and Teaching). Facility Management is not responsible for this matter.
4. **Instructing the students**

- Before the exam starts, the participating students are again informed that:
  - they have to wear their face mask as soon as the required minimum distance cannot be kept. The face mask may be removed during the exam.
  - they can withdraw from the exam if they belong to a SARS-CoV-2 risk group as per the overview of the Robert Koch Institute (RKI) and can document this fact by a medical certificate, or have another important reason (usually illness of the student or his/her child or relative in need of care) and can document this without delay,
  - they have to report acute health impairments before the exam starts and, in case they cannot continue the exam for this reason, they immediately have to provide documentation for this.
  - They are not permitted to participate in the exam if they are prohibited from entering the university as per § 7 of the Corona Ordinance (CoronaVO); in this case the cancellation of the exam registration takes place ex officio.
  - They have to inform Student Affairs and Teaching and the in-house physician immediately if, within 14 days after taking the exam, they are diagnosed with a SARS-CoV-2 infection.

5. **Cleaning of the tables and chairs as well as door handles, chalk/white boards, etc.**

- There should be at least a 30-minute gap between exams in the same room so there is enough time to clean all the tables, chairs and handles on doors, chalk/white boards, etc. in the room as well as to let in plenty of fresh air. The examiners are responsible for the cleaning of the room (wiping these surfaces with a surfactant cleaner). Cleaning agent and paper towels are provided in every room for that purpose.\(^4\) If the room has windows that can be opened, the room must be ventilated during breaks.

\(^4\) If you wish to take a cleaning set with you you can collect such a set (5-liter bucket, cloth, cleaning agent and paper towels) in the “Glas- und Gaslager” (gas and glass storerooms). Please carefully read the information provided (in German) at [https://www.chemie.uni-konstanz.de/fachbereich/einrichtungen/glas-und-gaslager/](https://www.chemie.uni-konstanz.de/fachbereich/einrichtungen/glas-und-gaslager/).