Instructions for oral on-campus exams (hygiene measures)

As of: 20 May 2020

As per the regulation “Corona-Verordnung” (CoronaVO) Baden-Württemberg, universities may conduct on-campus exams if they have been approved by the Rectorate and cannot be conducted using electronic information and communication technologies (§2 para. 4 CoronaVO from 9 May 2020, in the current version from 18 May 2020).

On 6 May 2020, the Rectorate approved oral on-campus exams as per §2 para. 4 CoronaVO under the condition that the regulations to prevent SARS-CoV-2 infections are adhered to. The following instructions for oral on-campus exams were created in order to implement this decision.

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 examination rooms:

- Rooms can only be used to conduct exams if it is possible to implement and fulfil the requirements of the Corona regulations (CoronaVO), the hygiene measures of the Robert Koch Institute (RKI) and the university’s requirements for conducting on-campus exams as defined by the Rectorate. This must be documented (see below) in a hygiene concept for the room and a risk assessment by the corresponding departments.
- In rooms where it is not possible to open windows, during exams as well as breaks, the ventilation systems must be on the settings recommended for use 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 with the respective students on completing an online oral exam instead (OMPs = online-gestützte mündliche Prüfung) or, if the technical possibility exists, having an examiner take part in the exam via video conference. All persons present for the exam must bring along their own face mask for situations where they cannot stay the required minimum distance apart.
- We have informed all students 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.
  - Students have to bring along their own writing utensils, chalk (if necessary) and permitted aids.
  - Their participation in the exam is voluntary unless the examination regulations determine compulsory participation in the student's case.
  - If their participation in the exam is compulsory and they belong to a SARS-CoV-2 risk group as per the Robert Koch Institute (RKI) overview, they have the right to withdraw from the exam for good reason.
  - 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 4 days after sitting the exam, you 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 the risk assessment, the department must document that it is possible to implement and fulfil the requirements of the CoronaVO, the hygiene measures of the Robert Koch Institute (RKI) and the university’s requirements for conducting on-campus exams as defined by the Rectorate. 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; procedures for conducting the exam that fulfil infection protection requirements. There is a generic template risk assessment for SARS-CoV-2 infection protection during exams that can be used to determine the required infection preven-

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1Please utilize the options provided for in the “Satzung der Universität Konstanz über den Einsatz alternativer Prüfungsformen und über alternative Prüfungstermine bei infektionsschutzrechtlicher Erforderlichkeit” (statute on alternative exam formats and dates) and abide by the “Handreichung zur Durchführung von (online-gestützten) Prüfungen bei ausgesetztem oder weiterhin eingeschränktem Präsenzprüfungsbetrieb” (guideline on conducting (online) examinations where on-site examinations are impossible/limited). 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/.
tion measures for equivalent oral examinations in each room. The hygiene concept for oral exams in the corresponding room can refer to this risk assessment.

- All examiners and observers are aware of the infection protection measures included in the risk assessment and hygiene concept for conducting oral examinations in the respective room, and they are required to implement these measures.
- All persons involved in the examination should be positioned in the room so that they can remain the required minimum distance apart, especially in cases when participants are standing or speaking louder than usual. If this is helpful for the examination process, a plexiglass barrier can provide additional protection, a visualizer can be used, or handwritten notes can be projected onto a wall or projection screen.
- In case examiners, observers, recorders and students have either forgotten to bring a face mask or need a new one, a small number of face masks\(^2\) and disposable gloves\(^3\) can be kept in the examination rooms or the departmental office.
- Each room has its own set of cleaning supplies\(^4\), including a surfactant cleaner.

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 all persons involved in the examination. This list must be stored for one month to be able to trace contacts in case of a SARS-CoV-2 infection.

4. Instructing the students before taking the exam

- 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.

\(^2\)The departments must provide their own small supply of replacement face masks for such cases; Facility Management is not responsible. A very small amount of face masks is available at the i-Point (for emergencies), in case examiners need to pick one up.

\(^3\)Disposable gloves were delivered to the departmental offices by the Office for Curricular Affairs (Student Affairs and Teaching), so they do not need to be ordered elsewhere. Facility Management is again not responsible for this matter.

\(^4\)If needed, a set of cleaning supplies (5-litre bucket, cleaning cloth, cleaning detergent and roll of paper towels) can be picked up by the departments in the “Glaslager” (glass storage room) on level L5. Please carefully read the information provided (in German) at https://www.chemie.uni-konstanz.de/fachbereich/einrichtungen/glas-und-gaslager/.
Their participation in the exam is voluntary unless the examination regulations determine compulsory participation in the student’s case.

If their participation in the exam is compulsory and they belong to a SARS-CoV-2 risk group as per the RKI overview, they have the right to withdraw from the exam for good reason.

They are not permitted to participate in the exam if they are prohibited from entering the university as per § 7 of the regulation “Corona-Verordnung”; in this case the cancellation takes place ex officio.

They have to inform Student Affairs and Teaching and the in-house physician immediately if, within 14 days after sitting the exam, they are diagnosed with a SARS-CoV-2 infection.

5. Ending the exam and exiting the exam room and building

   The students will be accompanied to the exit of the respective building and asked to leave the university campus.

6. Cleaning of the tables and chairs as well as handles on doors, 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 cleaning the room (wiping these surfaces with a surfactant cleaner). If the room has windows that can be opened, the room must be ventilated during breaks.