Instructions for written on-campus exams  
(hygiene measures)

As of: 20 May 2020

As per the Corona Regulations (CoronaVO) Baden-Württemberg, universities may conduct on-campus exams if they have been approved by the Rectorate and cannot be replaced by electronic information and communication technologies (§2 para. 4 CoronaVO from 9 May 2020).

On 6 May 2020, the Rectorate approved written on-campus exams as per §2 para. 4 CoronaVO under the condition that the following regulations to prevent SARS-CoV-2 infections are adhered to.

The examiners and supervisors of an exam are responsible for organizing the exams as well as for ensuring that the regulations before, during and after the exam are adhered to (45 minutes before and up to 30 minutes after the exam). The university's central services support them by creating corresponding framework conditions.

I. Framework conditions

- Only certain rooms are to be used as exam rooms (we will publish an overview soon under uni.kn/pandemie-raumbelegungsplaene).
- Access to the rooms outside and inside the buildings must be marked. The paths must be clearly visible and must allow for keeping a safety distance of 1.5-2.0 metres.
- If possible, a one-way system is to be established so that rooms are accessed through one door and exited through another.
- Seating plans show the maximum number of seats that can be allocated (minimum safety distances of 1.5 metres). Only correspondingly marked and numbered seats are permitted. In closed rows, only two seats are to be occupied.
- The interval between two consecutive exams in an exam room shall be at least 90 minutes in order to avoid a gathering of students and to allow the rooms and the associated lavatories to be cleaned and ventilated. The university’s cleaning staff takes care of the cleaning process. If the room has windows that can be opened, the room must be ventilated during breaks.
- The room air systems have to be switched on during the exams, in line with the technical recommendations for the ventilation of rooms under pandemic conditions.
- We have informed all teaching staff that examiners who belong to a risk group can ask to be exempted from supervising duties. Teachers also have to inform their additional supervising staff that the same applies to them. All supervisors are asked to bring their own face mask.
We have informed all students that they have to bring their own face mask. They have to wear it when entering or leaving the exam room as well as when the required safety distance cannot be kept. The face mask may be removed during the exam.

The students are also informed before the exam period that

- they have to bring along their own writing utensils and permitted equipment,
- 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 Corona Regulations; in this case the cancellation takes place ex officio after the candidate has informed the university about the fact,
- they are obligated to take their allocated seat.
- 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.

II. Measures the examiners and supervisors are responsible for

1. Documenting the persons present

- On the day of the exam, the person responsible for the exam must keep a list with the names of all participants, examiners and supervisors. This list must be stored for one month to be able to trace contacts in case of a SARS-CoV-2 infection.
- If an exam must take place in several rooms due to the large number of participants, the corresponding department will determine and communicate beforehand who will take the exam in which room. If the rooms are allocated via ZEuS (instructions were sent to the departments), the students will see in ZEuS which room they will take the exam in. If there are changes, the result must be communicated to the students in a suitable manner. The students are informed that they can only take the exam in the allocated room. The room allocation will be documented to allow tracing contacts if necessary.

2. Risk assessment/instructing supervisors

- The person responsible for the exam has to complete a risk assessment before the exam using the designated form and submit it to the Division of Student Affairs and Teaching (referat.lehre@uni-konstanz.de).
- The person responsible for the exam must instruct the supervisors about the SARS-CoV-2 safety measures (in line with these instructions) before the exam.
– The person responsible for an exam must not assign staff members who belong to a risk group defined by the RKI as supervisors for the exam.

3. Controlling access to the building and to the exam room/maintaining the minimum distance

– At the entrance to the building in which the exam room is located, students are admitted after their name was compared to the list of persons registered for the exam. They have to wear a face mask. Should the controllers need tables, chairs and/or disposable gloves, this must be communicated to Facility Management in good time.
– The supervisors check at the entrance and inside the building that all persons entering and leaving the building and exam room keep a minimum distance of 1.5 metres. 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 minimum distance. This also applies to special situations during the exam in which the minimum distance cannot be kept.

4. Instructing the participants

– Before the exam starts, the participating students are informed that
  o 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.
  o their participation in the exam is voluntary unless the examination regulations determine compulsory participation in the student’s case,
  o 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,
  o 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,
  o 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. Face masks and disposable gloves

– A limited number of face masks and disposable gloves for the supervisors should be available in the exam rooms. In addition, a limited number of everyday face masks should be available for students who forgot to bring their own or have to exchange theirs. A surface cleaning agent\(^1\) could be also available.

\(^1\) See for example [https://www.chemie.uni-konstanz.de/fachbereich/einrichtungen/glas-und-gaslager/](https://www.chemie.uni-konstanz.de/fachbereich/einrichtungen/glas-und-gaslager/)
6. **Seating plan**

   - Before the exam starts, the supervisors familiarize themselves with the seating plan of the exam room. The pandemic seating plans will shortly be available here: [uni.kn/pandemie-raumbelegungsplaene](http://uni.kn/pandemie-raumbelegungsplaene). A printed copy will also be available in the exam room. This seating plan and the maximum number of persons in the room must strictly be adhered to.
   - The rows are filled starting with the seats furthest away from the entrance.
   - Only correspondingly marked seats can be filled.
   - The students have to write down their seat number on the exam sheet to allow tracing contacts if necessary. This way the seat allocation is documented.

7. **Handing out exam sheets**

   - Before the exam starts, the exam sheets have to be placed on the designated, numbered tables with the writing facing down.
   - Alternatively, the exam sheets can also be handed out at the beginning of the exam when all participants have taken their seats. The supervisors have to wear a face mask and disposable gloves to do so. The participants should also wear their face masks during this time.
   - Students note down their seat number in addition to the usual information (student ID number and name) at the top of the sheet.

8. **Checking student ID cards**

   - The students put their student ID card on the table at a distance. It must be clearly visible.
   - The supervisors don’t have to check all student IDs, but they may check some if they choose (observing the hygiene regulations).

9. **Visit to the lavatory**

   - If several exams take place in a building at the same time, it must be ensured that only one student at a time goes or that at least the minimum distance is kept and they wear a face mask. If necessary, a supervisor in front of the lavatory has to ask people to wait outside the door.

10. **Questions and spot checks during the exam**

    - If the minimum distance cannot be kept (questions, spot checks of permitted equipment, collecting the exam sheets) all persons involved must wear a face mask.
11. Submitting the exam and exiting the exam room and building

- Students can finish the exam before the time allowed to take the exam ends. In this case they leave their exam sheet on their table and leave the room and the university premises.
- At the end of the time allowed for the exam the supervisors asks the students to immediately stop and to leave their exam sheets on the tables.
- The students leave the room, starting with the row closest to the exit.
- Then they have to leave the building, one at a time, and then the university premises.

12. Assessment of the exams

- The assessment of the exams should start 24 hours after the exam at the earliest. If examiners want to be especially careful, they wait one or two days longer and practise good hygiene (avoid touching their face, washing hands after finishing the assessment).