Written on-campus exams

Instructions for conducting exams in line with SARS-CoV2 infection prevention measures

As of: 10 January 2022

Because the situation is constantly changing, please refer to the most current information on the website Study and teaching 2022 and in the university’s EIN|BLICK newsletter.

For conducting on-campus exams, the university follows the requirements stated in the most current versions of the general Baden-Württemberg Corona Ordinance (CoronaVO) as well as the more specific CoronaVO “Studienbetrieb” (university operations). These regulations are specified in the most current versions of the University of Konstanz’s General Hygiene Regulations for SARS-CoV-2 Infection Protection and respective resolutions of the Rectorate. On-campus exams can only take place in accordance with these regulations and with corresponding measures in place to protect against SARS-CoV2 infections.

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 (30 minutes before and after the exam). The university’s central services have enacted conditions for safely conducting exams as stated in section I. Section II explains the responsibilities that examiners and departments carry.

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:

- The presence of students at the university as well as their 3G status is documented centrally when they check in at the entrances opened for students (i-Point, bus stop line 9, R building, sports hall, others if applicable).
- The room reservation team will only allocate rooms for exams that are big enough to implement and comply with current provisions.
- The exam rooms will not be cleaned by cleaning staff in between exams. The persons present are asked to clean the area where they are seated using the cleaning materials available in the rooms. Irrespective of this, every room is cleaned regularly, including the surfaces.
- In rooms with ventilation systems, these ventilation systems are on the settings recommended for use during a pandemic for the duration of the exam as well as breaks.
Examiners who belong to a SARS-CoV-2 risk group as per the overview of the Robert Koch Institute (RKI) can get advice from the in-house physician if they are concerned about the risk of infection posed by the exam (optional occupational health measure). Teachers also have to inform their additional supervising staff that the same applies to them.

Students have been informed that they need to bring along their own face masks. Everyone is required to wear a medical mask, an FFP2-mask or an equivalent face mask within the university campus.

The students are also informed before the exam period of the following:

- in order to participate in the exam they must provide 3G-documentation (vaccinated, recovered, tested) at the entrances (check-in via UniCard or by showing the negative test result and printed exam registration)
- they have to bring along their own writing utensils and permitted aids
- 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, currently also a quarantine requirement, quarantine order or access ban as per the University of Konstanz Hygiene Regulations¹) and can document this fact
- should they experience new, unclarified typical symptoms of a COVID-19 infection on the day of the exam, they are not permitted to participate in on-campus teaching and learning, including exams; typical symptoms include difficulty breathing, a new cough, fever and loss of smell or taste
- they must keep at least the recommended 1.5 metres of space between themselves and others as they enter and travel around the university, in addition to when they enter and leave the exam room
- they are obligated to take their allocated seat
- if an exam must take place in several rooms due to the large number of participants, they may only take the exam in the room they were allocated to in order to be able to trace contacts if necessary
- if the exam takes place in the sports hall, they are asked to wear flat sports shoes with soft soles (sneakers or similar) to protect the sensitive floor
- if they are diagnosed with a SARS-CoV-2 infection within 4 days taking the exam, they are required to inform the respective university unit of their infection (see Test positive for SARS-CoV-2?)

¹ Access bans are described in item III, 8 c of the Hygiene Regulations of the University of Konstanz; the procedure is described in detail in FAQ item 1.3.2. Students have also been informed that they can only claim the access ban as per III. 8c) if they have learned of the event which triggers the access ban on the day before the exam or on exam day, as in this case they will not have had the possibility to take a PCR test to check whether they have been infected. If they have been informed of this event in time to take a PCR test, e.g. the university PCR-screening, no access ban applies from the time they receive the negative test result.
II. Measures the examiners and supervisors are responsible for

1. Risk assessment/instructing supervisors

   - The person responsible for the exam must complete a risk assessment for conducting exams using the corresponding form. This risk assessment must be stored securely; a copy must be sent to the corresponding department or organizational unit for uploading it to the cloud folder set up for this purpose.
   - Vaccinated or recovered students, too, can participate in the university’s PCR screening.
   - **Face mask requirement:** As a rule, there is no face mask requirement when students are seated in the exam room, unless the persons responsible for the exam has determined in a risk assessment that masking is required. In this case, all exam participants are required to wear face masks. However, the university recommends voluntarily wearing a face mask also when seated, especially in case the required minimum distance cannot be kept.
   - The person responsible for the exam must instruct the supervisors about the SARS-CoV-2 safety measures in line with the risk assessment and these instructions before the exam.
   - The person responsible for an exam can assign staff members to supervise the exam who belong to a SARS-CoV-2 risk group as defined by the RKI. They must inform such staff members, however, that they can consult the in-house physician for occupational health advice.

2. Documenting the persons present

   - The person responsible for the exam must keep a list in digital form with the names and email addresses of all persons present during the on-campus exam (students, examiners, supervisors). After the exam, this list must be uploaded to the cloud via the department and stored in the folder of the risk assessment (please name on the lines of the risk assessment: family name, first name (examiner)_TL_full title of exam_date). If an exam takes place in several rooms, a separate list must be kept for each room. The list of participants must be deleted four weeks after the exam date.
   - 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 by ZEuS, students can check there to see which room they have been assigned. If there are changes, the new allocation must be communicated to the students in a suitable manner before the exam. The students are informed that they can only take the exam in the allocated room (reason: maximum number of participants per room, contact tracing purposes).

3. Instructing the participants

   - Before the exam starts, the participating students are informed of the following:
     - if applicable, they may remove their face masks when seated during the exam they have to wear a medical mask or an FFP2-mask when leaving their seats, during spot checks as well as when moving around the university
Instructions for conducting written on-campus exams

4. Replacement of face masks and disposable gloves, cleaning
   - Please keep a small number of disposable gloves\(^2\) and medical face masks\(^3\) for supervisors and students who need to replace their own masks.
   - The persons present have to wipe the surfaces that will be/have been touched with the provided cleaning agents and paper towels before and, ideally also after the exam.

5. Ventilation
   - The room must be ventilated regularly during the exam if it does not have a technical ventilation system. According to the SARS-CoV-2 Occupational Safety and Health Standard, this should take place every 20 minutes for 3-10 minutes. All windows that can be opened fully should be opened, and, if possible, a door should be opened to a hallway or the outdoors as well. In addition, such ventilation should take place both before and after the exam.
   - In rooms with ventilation systems, these ventilation systems are on the settings recommended for use during a pandemic for the duration of the exam as well as breaks.

6. Seating plan
   - Before the exam, the supervisors familiarize themselves with the pandemic seating plan for the exam room. It is recommended that participants use the seating shown in the plan if the number of students does not exceed the maximum number of persons indicated for courses/exams where all participants keep the minimum distance apart.
   - The rows are filled starting with the seats furthest away from the entrance.
   - In large exam rooms (e.g., R-building, Audimax) the seats are marked and numbered. Seating in these rooms may be documented by students writing down their seat number on the exam sheet to enable more targeted contact tracing, if necessary.

7. Handing out exam sheets
   - Before the exam starts, the exam sheets have to be placed on the designated tables with the writing facing down. The person handing out the sheets must wear disposable gloves.
   - Alternatively, the exam sheets can also be handed out at the beginning of the exam when all participants have taken their seats. In this case, the persons handing out the sheets have to wear face masks as well as disposable gloves. The students, too, have to wear face masks while the sheets are handed out.

---

\(^2\) Disposable gloves were delivered to the departmental offices by the Office for Curricular Affairs (Student Affairs and Teaching). Facility Management is not responsible for this matter.

\(^3\) Medical face masks for examiners/supervisors were delivered to the departmental offices by the Office for Curricular Affairs (if necessary, more can be requested). If these face masks run out, the departments will need to provide their own; Facility Management is not responsible for this matter.
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 do not have to check all student IDs but can choose to only check some at random (observing the hygiene regulations).

9. **Submitting the exam and exiting the exam room and building**
   - Students can finish the exam before the time allotted for the exam ends. In this case, they leave their exam sheet on their table and leave the room.
   - At the end of the time allotted for the exam the supervisors ask the students to immediately stop and to leave their exam sheets on the table.
   - The students leave the room, starting with the row closest to the exit.
   - The students must be reminded to keep the recommended minimum distance apart everywhere on the university campus.

10. **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 can wait one or two days longer and practise good hygiene (avoid touching their faces while correcting the assessment, wash hands afterwards).