Oral on-campus exams

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

As of: 7 September 2021

Because the situation is constantly changing, please refer to the most current information on the website Study and teaching 2021 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 exam 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 exam rooms:

- Students document when they enter (“Kommen”) and exit (“Gehen”) the university by scanning their UniCard student IDs at the entrance (i-Point, bus stop line 9, R-building, sports hall, others if applicable). We have informed the students that they have to either scan their UniCard or write their names in the provided paper lists when entering and leaving the university.
- 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). In justified cases, an online oral exam can be held instead (OMPs = online-gestützte mündliche Prüfung) or, if it is technically possible in the room, an examiner can take part in the exam via videoconference.¹

¹Please utilize the options provided for in the “Satzung der Universität Konstanz über den Einsatz alternativer Prüfungsformen und über alternative Prüfungstermine zur Coronafolgenbewältigung” (statute on alternative exam formats and dates).
– Teaching staff\textsuperscript{2} and students have been informed that they need to bring along their own medical face mask or FFP2 mask and wear it within the university.

– The students must be informed before the exam period of the following:
  o they have to bring along their own writing utensils and permitted aids
  o 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 if they are required to quarantine) and can document this fact
  o with the examiners' approval, the on-campus exam can be replaced by an online oral exam (OMP = online-gestützte mündliche Prüfung)
  o if participants are diagnosed with a SARS-CoV-2 infection within 14 days of taking the exam, they are required to inform the respective university unit of their infection (see item 1.5 of the FAQs on conditional on-site operations).

II. Measures the departments and examiners are responsible for

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

– Exams may only be held in rooms where 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 of Konstanz’s Hygiene Regulations. If face masks are not to be worn during an oral exam, it is recommended that the exam take place in a room where it is possible for all participants to stay at least the minimum distance apart.

– The departments are required to complete a CoV-2 Risk Assessment EXAMS to document the applicable hygiene measures in line with the current provisions. For the same type of oral exams, the required infection protection measures can be generically determined once per room. The departments will upload the risk assessments to the respective cloud folder.

– All participants in on-campus exams must provide proof of vaccination, recovery from COVID-19 or a negative test result (3G-rule). Until a central system has been set up for providing access to university buildings on the basis of the 3G-rule, the person responsible for the exam must ensure the corresponding documentation is checked at the entrance to the respective room.

– We recommend that participants take part in the university’s PCR screening test. To make that possible, the persons responsible for the exam need to register the students at least one week before the exam date with Professor Daniel Dietrich.

– Generally speaking, participants are not required to wear face masks during exams. The exam organizers can, however, require all participants to wear face masks if they have determined in a risk assessment that it is necessary. In this case, all exam participants are required to wear face masks.

– All examiners and observers are aware of the infection protection measures included in the risk assessment or hygiene concept and these instructions, and they are required to implement these measures accordingly.

– It is recommended that the persons participating in the exam be seated where they can stay at least 1.5 metres apart. A distance of at least 2 metres is recommended for persons who are standing and may speak louder. If this is helpful for the examination process, a plexiglass bar-

\textsuperscript{2} 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.
rier can provide additional protection, a visualizer can be used, or handwritten notes can be projected onto a wall or projection screen.

2. Documenting the persons present
   - On the day of the exam, the person responsible for the exam must keep a digital list of the contact details of all persons involved in the exam. As long as there is no central storage for such lists at the departmental level (e.g. on a cloud server), the person responsible for the exam must keep this list for four weeks so as to enable contact tracing in case of a SARS-CoV-2 infection. The list of participants must be deleted four weeks after the exam date.

3. Instructing the students
   - Before the exam starts, the participating students are again informed about the following:
     o they are required to wear their medical or FFP2 face masks in all university buildings
     o they may remove their face masks when seated during the exam
     o if participants are diagnosed with a SARS-CoV-2 infection within 14 days of taking the exam, they are required to inform the respective university unit of their infection (see item 1.5 of the FAQs on conditional on-site operations).

4. Ventilating rooms and cleaning
   - 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, by fully opening the room’s windows and doors 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.
   - 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).