Written 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 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 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.
- The room reservation team will only allocate rooms for exams that are big enough to implement and comply with current provisions.
- All on-campus exams in the autumn of 2021 were planned so that participants fulfil the minimum distance requirement (listed as "abständig" in the pandemic seating plans (in German)). In larger exam rooms (e.g. R-building, Audimax) the seats that
fulfil the minimum distance requirement are clearly marked and numbered. The students taking the exam have to write down their seat number on the exam sheet to enable contact tracing, if necessary. In other university rooms the seats were not marked or numbered. The pandemic seating plans in each room clearly show which seats may be used for written exams.

- The interval between two consecutive exams in a given room should, as a rule, be at least 90 minutes in order to avoid students gathering in groups and to allow the rooms and the associated lavatories to be cleaned and ventilated. Until 31 October 2021, rooms with a maximum number of seats > 10 are cleaned by the university's cleaning staff. In rooms with a maximum number of seats ≤ 10, the persons present have to wipe the surfaces that have been touched with the provided cleaning agents and paper towels. 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 until they are seated in the exam room.

- The students are also informed before the exam period of the following:
  - 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 if they are required to quarantine) and can document this fact
  - 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 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 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 safely stored; a copy must be sent to the corresponding department or organizational unit for uploading it to the cloud folder set up for this purpose.
   - Before entering the exam room, all participants must show proof of being tested (negative result) or vaccinated or having recovered from COVID-19. Until a central system has been set up for providing access to university buildings on the basis of the 3G-rule, the examiners or supervisors are responsible for ensuring the corresponding documentation is checked at the entrance to the respective room. For instructions (in German) on how to check the proof of vaccination, recovery from COVID-19 or negative test result, click on the link for "3G-rule checks" at: https://www.uni-konstanz.de/en/teaching/study-and-teaching-2021/important-guidance-for-courses-and-exams/. In case of a large number of participants, the Office for Curricular Affairs (referat.lehre@uni-konstanz.de) can help you find additional persons to complete these checks.
   - 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.
   - Face mask requirement: During exams, students can take off their face masks while seated. It is however possible, on the basis of a risk assessment, for the person responsible for the exam to require students to wear face masks while seated. In this case, all exam participants are required to wear face masks.
   - 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 allo-
cation 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:
     - 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
     - if they 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. **Replacement of face masks and disposable gloves, cleaning**
   - Please keep a small number of disposable gloves and medical face masks for supervisors and students who need to replace their own masks.
   - In rooms with a maximum number of seats ≤ 10, 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. (Note: Only rooms with a maximum number of seats > 10 are cleaned by the university’s cleaning staff before and after every exam (until 31 October 2021)).

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.
   - With all participants at least the minimum distance apart, the rows are filled starting with the seats furthest away from the entrance.

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1 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.

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.
– In large exam rooms (e.g. R-building, Audimax) the seats are marked and numbered. The students have to write down their seat number on the exam sheet to enable 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.

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).