

## AREA OF APPLICATION

**In-person examinations**

## DIRECTIVE

- The examiners inform the students about the special measures in advance (e.g. by email), handing out the form "Erklärung der Studierenden/Declaration by the student". Please print out, fill in and sign the form to submit at the examination. By signing the declaration, students confirm that they have received instructions on the protective measures and how to observe them. The signature is mandatory to be allowed to take part in the examinations.
- As before, the Faculties inform the students and the exam supervisors in advance about the room in which the exam takes place; if required the examiners can allocate the students to different rooms. The Facility Management must be informed in due time about the room allocations and exam times.
- **Mandatory use of face masks** for examiners, exam supervisors, and students: EVERY TIME when moving within the building or the rooms as well as when talking a mouth-and-nose covering (so-called non-surgical face mask) must be worn.
- Every person on campus must observe the hygiene and distance regulations according to the current Corona Ordinance of the federal state of Baden-Württemberg.
- Entering or leaving the exam room must take place under controlled conditions (one person at a time, keeping distance, using hand disinfectant). Floor markings and / or notices must be observed.
- **The safety distance of at least 1.5 meters** to other persons (examinees to each other and to the examiners) must be maintained. Desks and chairs must be placed accordingly.
- After the exam is finished, students are required to stay seated. Students must leave the room one-by-one, starting with the examinees seated closest to the door, and under controlled conditions. The instructions of the exam supervisors must be observed.
- After the exam is finished, examinees must turn over their exam papers and leave them on the desk to be collected later by the exam supervisors. The declaration by the student remains centrally at the organization unit.
- Students are allowed to drink from their own bottle but they are not allowed to eat (except for granola or chocolate bars, or similar).
- If possible, doors and windows of the exam room remain open during the entire duration of the examination. The room must be aired before and after the exam in order to reduce risk of infection by aerosols.
- The reduced number of persons allowed to enter the washrooms at the same time must be complied with (for exact number, see notice by the Facility Management at the door).
- The Facility Management centrally organizes disinfection of the desks and chairs prior to and after an exam.
- Exam supervisors belonging to the **risk group\*** can be exempt from supervising the exam.
- Students belonging to the **risk group\***: please contact, within the online registration to the exams, the Chairman of the Board of Examiners, in order to decide how to proceed further.

\*) Definition, information and support: Robert Koch Institut ([www.rki.de](http://www.rki.de))

