

Action plan for conducting face-to-face examinations

during the SARS-CoV-2 pandemic (as of: 15 June 2021)

I. Introduction

In accordance with the currently applicable legislation and the general directive issued by the Ministry of Labour, Health and Social Affairs of NRW, it is once again possible to conduct face-to-face examinations and the corresponding preparatory activities at higher education institutions in NRW. According to an agreement between the University Board and the deans, the current summer semester is generally to be continued as a 'hybrid semester' as had been planned. Therefore, the University Board would like to request that the option to conduct classes face to face only be used after careful consideration and that courses for which remote formats had already been planned not be changed.

This document defines the protective measures and rules of conduct applicable to face-to-face examinations at the University of Duisburg-Essen. These are based on the regulations for incidence level 1 as defined in the Coronavirus Protection Ordinance (CoronaSchVO) and are a supplement to the [internal action plan](#). As the overall conditions and legal provisions are currently subject to continuous change, this action plan will be adapted and expanded as required.

If rooms for an examination are booked via the central system, the Facility Management Division will implement all necessary organisational and protective measures at the building entrances, on the way to the examination rooms and in the examination rooms and provide required material (e.g. disinfectants). In all cases, the faculty conducting the examination bears responsibility for ensuring that the protective measures are adhered to during the examination and by the examiners/invisitors.

If the rooms for an examination are not booked via the central system, the faculty conducting the examination is responsible for organising protective measures, providing the material and ensuring appropriate ventilation of the rooms in accordance with the stipulations below.

An [information sheet](#) that describes the conditions surrounding examinations and the rules of conduct has been compiled to inform students.

II. Conducting written examinations

1. Room allocation and capacity requirements

The usual process for the allocation of centrally managed examination rooms by the Facility Management Division continues to apply. An [overview of the available examination rooms](#) including the maximum number of seats that may be used has been published. With the start of the examination period in mid-July, the capacity planning for lecture halls and seminar rooms that had been adapted to the pandemic situation will be revoked: all useable seats will be available as usual. Capacity planning for the PC halls will be adjusted in such a way that every

other desk/seat is available for use. Information on the precise maximum permissible number of seats will be provided as part of the room allocation process.

In order to avoid queuing, examination slots will continue to be planned in a way that, in addition to the examination time booked by the faculty, an additional 30 minutes each for admission and departure processes and another 30 minutes for the room to be cleaned by the cleaning service before admission for the next examination starts are allowed. Therefore, teaching staff and invigilators should arrive 30 minutes before the booked time slot in order to attend to a proper admission process for students.

2. Accessibility and room setup

Building entrances will be open:

Mondays–Fridays between 6 am and 9 pm

Saturdays between 7.30 am and 12.30 pm

(exception: buildings housing libraries will remain open until at least 10 pm)

The Facility Management Division will implement all necessary organisational and protective measures for centrally managed rooms (labelling of seats that may be used and of entrances and exits, cleaning after each use, sanitiser, etc.). The faculties are responsible for developing and implementing a hygiene concept for rooms that cannot be booked via the central system.

In the examination room, students are provided with one medical face covering (surgical mask) each free of charge. The Facility Management Division or Kötter security service staff will hand the individually wrapped masks that have been centrally procured over to the invigilators or make them available at the room entrance.

3. Ventilation of lecture halls and classrooms

Fresh air is provided via forced ventilation systems in all lecture halls and several classrooms. Potentially virus-laden aerosols are regularly removed with the exhaust air. Partial recirculation, which is usually applied in order to save energy, has been switched off. Most lecture halls are equipped with displacement ventilation systems, which provide each seat with fresh air and thus provide additional protection from infection.

4. Testing

Everyone involved in examinations is requested to have a rapid test done or conduct a self-test. Immunised individuals (fully vaccinated or recovered from Covid-19) do not need to be tested anymore. Admission to examinations without presenting a test record is possible, but separate rooms will not be made available for candidates who have not been tested.

5. Access to the building and the examination room

Anyone participating in the examination can freely access the relevant building on the day of the examination. The Facility Management Division will no longer implement any access control measures.

A minimum distance of 1.50 metres must be kept between all persons present. Marks have been applied on the floor to ensure this distance is kept.

Hand sanitiser will be made available at the building entrances. Medical face coverings (surgical masks) must be worn during the entire time you spend within buildings and when waiting in queues in front of buildings.

6. Recording of candidates

As the seating capacities for centrally managed examination rooms no longer provide for the minimum distance to be kept, it is mandatory that the examiners or invigilators keep a seating plan ('special traceability').

7. Within the examination room

The examiner/invigilator is to check the candidates' identities as they enter the room or when they are seated during the examination. The examiner/invigilator is to guide the candidates to their respective seats in a suitable manner and point out the applicable hygiene requirements before the start of the examination. [Brief instructions](#) for students can be downloaded from the coronavirus information page for this purpose. It is required that medical face coverings be worn, even during the examination.

In centrally managed lecture halls and classrooms without windows, proper ventilation is ensured by means of forced air-handling systems. All other classrooms must be thoroughly aired for at least five minutes approximately every 20 minutes. When airing rooms manually, you may find the CO2-Timer app from the German Social Accident Insurance (DGUV) helpful, which includes a timer function on your mobile phone: [Lüften leicht gemacht: eine kostenlose App gegen dicke Luft](#) (ventilation made simple: a free app to clear the air; only available in German). If you prefer 'analogue' aids, you can request a DGUV calculator disc from the Staff Unit for Occupational Safety and Health (☎ 0201/18-34499), on which you can set the number of persons and square metres to have it display the required ventilation intervals.

8. Leaving the examination room

The indicated entrance and exit ways must be used in order to limit the number of encounters where the minimum distance is not adhered to. Examiners/invigilators are to organise departure from the room in such a way that the minimum distance of 1.5 m is kept between all individuals.

9. Use of sanitary facilities

Medical face masks must also be worn in washrooms. Please make sure you keep a safe distance from others. Units that are immediately next to one another without separation, e.g. washbasins, may not be used simultaneously.

10. Rules for examiners and invigilators

As a rule, the 1.50 m minimum distance requirement must be met. Irrespective of whether the minimum distance is kept or not, invigilators must also wear medical face coverings (surgical masks), which are available from the central stock kept by the Technical Facility Management unit, during the entire time.

11. Right to request individuals to leave the premises

Individuals may be requested to leave the premises in order to ensure compliance with the stipulations of the action plans. The house rules have been modified accordingly. If an individual refuses to comply with the rules, they must be requested to leave the examination room and the building immediately. In such cases, the individual's personal details are to be noted wherever possible.

In difficult cases, examiners/invigilators can call for support from the security service provider. The number for the security service – also for the Duisburg campus – is: 0201/183-2614. The person staffing the concierge unit in S05 will subsequently inform security service staff near the relevant room.

12. Additional regulation for examination rooms that are not booked via the central system

In contrast to rooms that are centrally booked via the Facility Management Division, examiners must rearrange seats themselves in the meeting rooms of the individual faculties.

If the distances between seats fall below 1.5 metres during capacity planning, this results in an obligation for the examiners or invigilators to keep seating plans ('special traceability').

IV. Conducting oral and/or practical examinations

1. Allocation of examination rooms, capacity restrictions and room setup

With the exception of the oral part of DSH examinations, rooms for oral examinations are independently allocated by the faculties or the responsible units.

It is recommended to additionally install transparent barriers between the persons present in order to enhance protection if the room design and the nature of the examination allow this.

In order to allow members of the University to attend as stipulated by the faculty-specific doctoral degree regulations, the defence of a doctoral dissertation may be made available as a video stream in full or in part as required. The number of attendants who are physically present is not to exceed 20.

Before the start of the examination, table surfaces, in particular, must be cleaned with a damp cloth in accordance with the recommendations by the Robert Koch Institute.

2. Testing

Everyone involved in examinations is requested to have a rapid test done or conduct a self-test. Immunised individuals (fully vaccinated or recovered from Covid-19) do not need to be tested anymore. Admission to examinations without presenting a test record is possible, but it is not obligatory to make separate rooms available for candidates who have not been tested.

3. Accessibility and room setup

Building entrances will be open:

Mondays–Fridays between 6 am and 9 pm

Saturdays between 7.30 am and 12.30 pm

(exception: buildings housing libraries will remain open until at least 10 pm)

If multiple oral examinations are held, the examination times must be scheduled in a way to avoid gatherings of larger groups of people.

In the case of rooms that are not centrally managed, the faculties are responsible for implementing all necessary organisational and protective measures (labelling of seats that may be used and of entrances and exits, cleaning after each use, sanitiser, etc.).

Medial face masks must be worn inside the buildings and in the examination room.

4. Within the examination room

The stipulations specified in Section II.7 apply.

5. Use of sanitary facilities

Medical face masks must also be worn in washrooms. Please make sure you keep a safe distance from others. Units that are immediately next to one another without separation, e.g. washbasins, may not be used simultaneously.

6. Supplementary rules for examiners and invigilators

As a rule, it is to be made sure that the minimum distance of 1.50 metres is kept. Irrespective of the minimum distance, examiners/invigilators are also to wear medical face coverings (surgical masks).

Please be advised that the room must be sufficiently ventilated (see above).

7. Practical examinations

Separate hygiene plans must be compiled for conducting practical examinations, e.g. for sports studies.