I. Introduction

Due to the reorientation of the Coronavirus Protection Ordinance (CoronaSchVO) and the cessation of the general directive for higher education institutions, it is necessary to adjust the action plans for teaching and examinations again. As a rule, the obligation to wear face masks indoors that was stipulated in the previous protective measures continues to apply. For individuals who are not immunised (immunised individuals = those who have recovered from Covid-19 or are fully vaccinated), an obligation to take a test has been introduced for all classes and meetings that take place indoors (in accordance with the so-called 3G rule). Checks are to be conducted to monitor this. The obligation to keep a record of attendants is no longer required.

This document defines the protective measures and rules of conduct that supplement the internal action plan and are applicable to face-to-face examinations at the University of Duisburg-Essen. As the overall conditions and legal provisions are currently subject to continuous change, this action plan will be adapted and expanded as required.

The Facility Management Division continues to provide the core services for examination rooms booked via the central system. Contact surfaces are cleaned every workday and cleaning between each individual class or meeting is no longer required. In all cases, the faculty conducting the examination (the examiners/invigilators) bears responsibility for ensuring that the protective measures are adhered to during the examination.

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mid-July, the capacity planning for lecture halls and seminar rooms that had been adapted to the pandemic situation has been revoked: all useable seats are available as usual.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. Due to the usual free seats left between candidates, and with the highest lecture room capacity at 1:4, there is still distance between individuals.

In order to avoid queuing and to be able to conduct the obligatory 3G checks (proof of immunisation through recovery or vaccination, or a negative test), examination slots will
continue to be planned in a way that, in addition to the examination time booked by the faculty, there is an additional hour in total for the admission and departure processes. Therefore, teaching staff and invigilators should arrive enough in advance of 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 entrances and exits, cleaning contact surfaces every workday, 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**

In centrally managed lecture halls, in all classrooms without windows and in some classrooms with windows (for example, S06 and R11 T), proper ventilation is ensured by means of forced air-handling systems. 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.

All other examination rooms must be thoroughly aired for three to five minutes approximately every 15 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 183 4499), on which you can set the number of persons and square metres to have it display the required ventilation intervals.

4. **Testing and the 3G rule**

Individuals who are not immunised must present a negative test result from a rapid antigen test (from a public test centre) that is no older than 48 hours. These tests are still currently available free of charge at the public test centres in building S06 in Essen or at the Gerhard-Mercator-Haus in Duisburg.

Access to all indoor classes and meetings at UDE is only possible with proof of immunisation or of a negative test result in accordance with the so-called 3G rule: vaccinated *(geimpft)*, recovered *(genesen)*, tested *(getestet)*. Checks are to be conducted to monitor this. It is not possible to attend an examination without this proof. If proof is not available, admission must be refused and individuals must be requested to leave the premises.
5. **Access to the building and the examination room, 3G access checks**

   It is not possible to establish centrally managed access checks across the University due to the large number of entrances and buildings. For the current examination period, the following rule therefore applies: for examinations in rooms with up to 80 candidates, the faculties or the relevant invigilators are to check compliance with the access requirements for each individual before they enter the examination room.

   For examinations in rooms where more than 80 people are permitted, UDE’s security services will provide support for the obligatory checks. This applies to LX 1205, LA 0034, BA 026, SG 135 and ST 025 at the Duisburg campus; in certain cases to the racecourse in Dinslaken and the Glass Pavilion; to A-009 and A-009/A-003 used in combination (Altenförder Straße 5-9); and to R11 T08 C98, R14 R00 A04, SH 601, S04 T01 A01 and S05 T00 B08 at the Essen campus. Nicole Stelter, Johann Massarek and Patrick Menn from the Facility Management Division can give you more information.

   In general, when entering the building and in the corridors leading to the examination room, the minimum distance of 1.50 metres between individuals is to be adhered to. 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 time you spend inside buildings and when waiting in queues in front of buildings.

6. **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 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.

   Since a minimum distance of 1.50 m will not be kept between people, it is required that medical face coverings be worn, even during the examination.

7. **Leaving the examination room**

   The indicated entry and exit ways must be used. Medical face masks must be worn in corridors and in areas that everyone can access.

8. **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.

9. **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.
III. 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.

In the case of rooms that are not centrally managed, the faculties are responsible for implementing all necessary organisational and protective measures (3G compliance checks, providing sanitiser, etc.).

Rooms should be selected that can be well ventilated. In accordance with the 3G rule, it is no longer strictly necessary to install transparent barriers between the individuals present, but they may continue to be used for an increased level of protection.

2. Testing and 3G checks

All individuals present in the examination room must present a negative test result from a rapid antigen test if they are not immunised (fully vaccinated or recovered from Covid-19). It is not possible to attend an examination without proof of immunisation or of a negative test result. The examiner is to check this proof.

3. Accessibility

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 such a way to avoid gatherings of larger groups of people.

Medical face masks must be worn inside the buildings.

4. Ventilation

Rooms that do not have a technical ventilation system must be aired thoroughly by opening windows for three to five minutes approximately every 15 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 183 4499), on which you can set the number of persons and square metres to have it display the required ventilation intervals.

5. Within the examination room

The examiner/invigilator is to check the relevant proof of candidates’ compliance with the 3G rule as they enter the room. The examiner/invigilator is to point out the applicable hygiene requirements before the start of the examination.

If a minimum distance of 1.50 metres between candidates is adhered to in the examination room or transparent barriers have been installed between candidates, medical face masks do not need to be worn during the examination. Otherwise, medical face masks must also be worn when seated.
6. **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.

7. **Practical examinations**

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