

Action plan for conducting face-to-face examinations

during the SARS-CoV-2 pandemic (as of: 23 February 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, examinations are to be conducted in digital form wherever possible. Face-to-face examinations and corresponding preparatory activities are only permitted if an examination cannot be postponed for legal or factual reasons or if a postponement would be unacceptable to the candidates. Unacceptability can be assumed, in particular, if a significant delay in the progress of studies occurs.

This document defines the protective measures and rules of conduct applicable to face-to-face examinations at the University of Duisburg-Essen. These regulations 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 gradually 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 in accordance with Sections II.1 and II.3 below 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/invigilators.

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. Allocation of examination rooms, capacity restrictions and room setup

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. Information on the maximum permissible number of seats will be provided as part of the room allocation notification.

The absolute maximum number of participants in an examination depends on the version of the Coronavirus Protection Ordinance applicable at the time of the examination. At present, it is mandatory that a minimum distance of 1.5 m be kept; even with the fixed seats in lecture halls, this rule must be adhered to. Thus, the number of participants will be lower than in the summer semester 2020.

In order to avoid queuing, examination slots are now 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.

The Facility Management Division will clean the examination room and, in particular, the desk surfaces in accordance with the recommendations of the Robert Koch Institute before making it available to the faculty conducting the exam. The Facility Management Division has labelled and numbered the seats that may be used in the examination rooms. Surplus seats have been marked as unavailable or removed. In most cases, entry and exit ways are indicated.

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.

2. Technical equipment in 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.

CO₂ measurements can be made in order to assess air quality and get an indication of potentially virus-laden aerosols in the room air as the viral load itself cannot be measured. In examination rooms, such as most lecture halls and several classrooms, the concentration of CO₂ in the room air is measured and used to control the air extraction rate. Examination rooms will successively be equipped with 'traffic lights' to indicate concentration levels. Green means that everything is fine. Yellow signals that the room should be aired. Red indicates a relatively high concentration of CO₂, which is not yet harmful. However, you should leave the room as a precaution until the air has been exchanged to an appropriate level or until any potential failure of the ventilation system has been rectified.

3. Access to the building and the examination room

If examination rooms have been allocated via the central system, the Facility Management Division will regulate access, check whether each person has a right to be admitted upon presentation of student ID cards and guide the exam candidates to the entrance of the examination room by means of suitable systems in cooperation with third-party security service providers.

A minimum distance of 1.5 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.

4. 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.

5. Leaving the examination room during the exam and at the end of the exam

When entering and leaving the examination room as well as when moving about between the rows of seats for brief periods of time, the distance may go below the minimum of 1.5 m. Yet, the number of encounters where the minimum distance is not adhered to should be minimised. To do so, the indicated entry and exit ways must also be used.

6. Use of sanitary facilities in the context of examinations

No specific requirements result from the protection regulations. The stipulations specified in the internal action plan apply. Thus, units that are immediately next to one another without separation, e.g. washbasins, may not be used simultaneously.

7. Rules for examiners and invigilators

As a rule, the 1.5 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.

Occupational safety and health staff and the University's medical officers do not recommend using FFP2 masks. As FFP2 masks cause physical strain due to the higher respiratory resistance and medical face coverings (surgical masks) also provide a sufficient level of protection, FFP2 masks should only be worn in exceptional cases.

Only individuals who have been issued a doctor's certificate stating that they cannot wear a face mask for medical reasons are exempt from the obligation to wear masks (in such cases, alternative protective measures, e.g. wearing a face shield that covers the entire face, must be applied). Depending on the capacity used within the lecture hall, such individuals should be seated at the end of a row, if possible at an even greater distance from the nearest person.

As teaching staff, you may make use of the right to request students to leave the premises, which is granted by the house rules, if they do not wear face masks. In doing so, you can also call the security service for help (to be contacted via ☎ 0201/18-32614 (porters) for the Essen campus and ☎ 01782788005 (Kötter security service) for the Duisburg campus).

Classrooms that are not connected to a central ventilating system must be thoroughly aired for at least three 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 correlates the size of the room and the number of persons with the air quality and reminds you of ventilation intervals using a timer function: [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. CO₂ meters will gradually also be installed in classrooms that need to be aired by opening windows. With these devices, the yellow light also prompts you to air the room – red means the room is to be vacated.

8. Record of attendants

As minimum distances are kept in all examination rooms, an obligation to keep a seating plan does not apply – the list of candidates is sufficient for documentation ('simple traceability' in accordance with Section 4a of the Coronavirus Protection Ordinance (CoronaSchVO)). As candidates are personally registered to participate in the examination and their details are recorded at the Registrar's Office, additional recording of data is generally not required. Identity checks will be conducted for reasons of examination management. A legal requirement to keep a seating plan does not apply in the current situation. Please note: the seat numbers have not been removed in rooms that can be booked via the central system.

An option for digitally recording the attendants' data, which will probably not be used for most examinations, is described here for the sake of completeness. As examiners, you can create a QR code to be used for the digital recording of data for each examination. This can be done directly via the LSF system. However, a QR code can also be created without connecting to the LSF system. The QR code, which the students have to scan using their mobile phones, is to be made available to students before or at the start of the examination. Please be advised that students have a duty to cooperate if this instrument is used. The QR code will route the students to the central recording software, which will ask them to enter their current contact information.

The data below is to be entered in mandatory fields in accordance with the CoronaSchVO:

- First name and last name
- Address (street, additional address information, city, postcode)
- Phone number
- E-mail address
- Seat number information if applicable (currently not required)

If students are unable or do not wish to enter their data via smartphone, you as teaching staff must provide a list in which the data can be put down manually. The recorded data is intended to be used by the health authorities to trace infections. The University's administration is obliged to provide the data to the authorities upon request. The data will be automatically deleted from the system after a four-week retention period.

Please find further information about this process at: <https://wiki.uni-due.de/lsf/index.php/Kontaktdatenerfassung> (German only)

9. 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.

As an approximation, every fourth seat in every other row of seats may be used in order to conform with the distancing rule, but this also depends on the individual room. For an estimate of the maximum number of persons allowed, divide the initial number of available seats by five. This will give you a good approximation of the number of seats that can be used.

The attached seating plan (Attachment 2) serves to illustrate how the distance rule can be applied within a room by rearranging furniture and removing surplus desks and chairs. Empty rows of desks may be left in the rooms as spacers. Chairs, on the other hand, should be reduced to the number that can actually be used.

III. Conducting oral (and other) 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.

When selecting examination rooms, approximately 10 square metres of floor space must be allowed for each person present in order to ensure the minimum distance of 1.5 metres. The minimum distance between all persons must further be ensured by distance markings, sealing off areas or the arrangement of furniture.

It is recommended to additionally install plexiglass barriers between the persons present if the room design allows this in order to enhance protection.

The number of candidates who may participate in an oral examination at the same time depends on the size of the room. 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.

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. Access to the building and the examination room

In the case of individual oral examinations, the units responsible for the examination are to ensure that candidates are picked up from and accompanied back to the building entrance if possible as buildings might be locked.

If multiple oral examinations are held, the examination times must be scheduled in a way to avoid gatherings of larger groups of people. Access must be controlled by guiding the candidates from the building entrance to the examination room and back by means of marked one-way walkways.

Candidates must wear face masks inside the buildings and in the examination room.

3. Within the examination room

The examiner/invigilator is to check the candidates' identities as they enter the room. The examiner/invigilator is to guide the candidates to their respective seats in a suitable manner and point out the hygiene requirements before the start of the examination. The examination room is to be ventilated for three to ten minutes after each individual exam, depending on the weather. If multiple individuals are in a room for extended periods of time, the room must be aired at certain intervals. The CO2-Timer app or the calculator disc can be used as an aid to determine the intervals (see Section II.7).

4. Use of sanitary facilities in the context of examinations

No specific requirements result from the protection regulations. The stipulations specified in the internal action plan apply. Thus, units that are immediately next to one another without separation, e.g. washbasins, may not be used simultaneously.

5. Supplementary rules for examiners and invigilators

As a rule, it is to be made sure that the minimum distance of 1.5 m metres is kept. Irrespective of the minimum distance, examiners/invigilators are also to wear medical face coverings (surgical masks). Wearing FFP2 masks is not recommended due to the physical strain it

causes. Moreover, the use of such masks involves further conditions (see Section II.7 for details). If barriers/protective shields are installed, it is not required to wear face masks while seated.

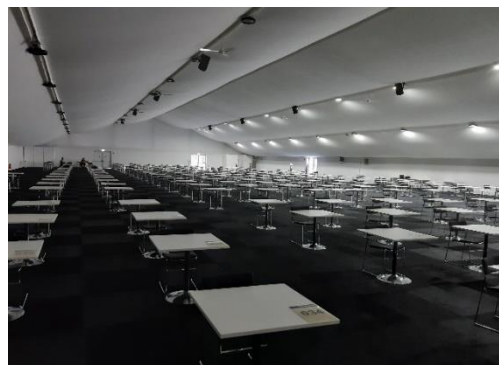
Please be advised that the room must be sufficiently ventilated (Sections II.7 and III.3).

6. Practical examinations

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

Attachment 1: Modular hall on the Carl-Benz-Straße car park in Duisburg

This semester, no additional premises (e.g. Grugahalle in Essen or the racecourse in Dinslaken) will be rented to conduct written examinations with large attendance if possible. Instead, a modular hall has been set up at the Duisburg campus, which can be used centrally by both locations. With its 30 x 60 m floor space, it provides room for approximately 250 people if the distance requirement is adhered to.



Heating/ventilation/air-quality monitoring:

The hall is equipped with heating and ventilation systems. Approximately 40,000 cubic metres of fresh air are taken in from the exterior and heated up before being released into the hall, thus ensuring appropriate ventilation. The four combined heating/ventilation devices are operated by the Technical Facility Management unit. Please do not change any settings. If any technical issues occur, please contact the Technical Facility Management unit at ☎ 0203/37-92211.

Air quality is monitored by means of portable CO₂ measuring devices as an indicator. Four measuring devices are placed on additional tables around the room, which invigilators must check regularly while circling the hall. The alarm has been switched off. CO₂ values up to 1,000 ppm (green LED light) are not hazardous to health. If the instruments indicate rising concentrations of CO₂ (1,000–2,000 ppm, yellow LED light) the hall needs to be additionally cross-ventilated by opening the doors until levels are back in the 'green' range. At 2,000 ppm and over (red LED light), the hall should be vacated. The devices' batteries last six to eight hours; then, the devices must be replaced. For long examination days, substitute devices will be made available on a table by the wall of the hall. Please use the power strip to recharge used devices for subsequent groups. If you have any questions, do not hesitate to contact occupational safety and health staff at ☎ 0203/3792200 or 0201/1834499.

Lighting

All round lamps must be switched on for appropriate lighting. If not all lamps are on, please contact the Technical Facility Management unit at ☎ 0203/37-92211.

Washrooms

Sanitary facilities (including accessible toilets) are also provided at both ends of the hall. Due to the limited space, not all washbasins and toilets are available for use here either. There are separate access points/waiting spaces for women and men. An additional all-gender washroom is available in building LM, which students can use when arriving at or departing from the premises (marked in the layout plan). The entrances of the building will be open on exam days.

Noise

Due to the lightweight construction, full soundproofing against exterior noise is not possible. The ventilation system also makes a noise. Occupational safety and health staff have measured the level of noise in the room as an indicator. The determined level is still within the limits to allow intellectual tasks.

Organisational matters:

The occupation slots for the hall are planned generously, thus preventing the groups of candidates of successive examinations from meeting:

- 30 minutes for admission
- Examination time (as specified by the faculty)
- 30 minutes for departure
- At least 30 minutes for cleaning of the hall

As examiners/invigilators, please arrive 30 minutes before the examination starts in order to attend to a proper admission process. Tables are provided at both entrances in case you would like to check the candidates' identities during admission.

Although the seats in the hall are numbered, it is sufficient to keep a list of participants and it is not necessary to compile a seating plan (see also Section II.8).

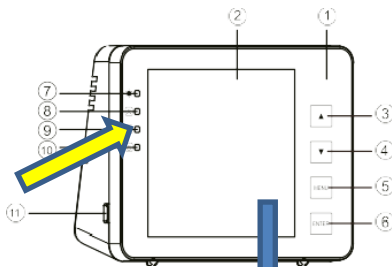
A waiting area for students has been set up in the car park located behind the hall (see the layout plan). From there, the queue will be formed along the roadside leading to the campus with 1.5 m distances between individuals. You can enter and leave the hall through the two doors opening towards the road. If anyone needs to leave the tent during admission, this will be organised by the invigilator stationed at the entrance.

A guard from the security service will be at each entrance. In addition, one guard will monitor the students' access from the car park. A caretaker will also be on duty for all examination slots.

The obligation to wear medical face coverings (surgical masks) also applies during the entire time you spend in the examination hall.

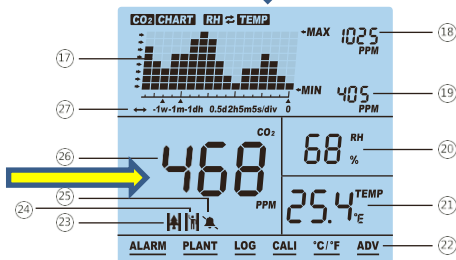
Invigilators must check the air-quality monitoring devices regularly and provide additional ventilation by opening the doors if the values exceed the 'green' range (see the 'Heating' section on the previous page). Based on the high air flow rate of the ventilation system, the occupational safety and health staff do not expect values to rise beyond the 'green' range. Use of the measuring devices serves to provide additional protection since examination conditions with 250 participants cannot be tested.

Brief description of the CO₂ meter



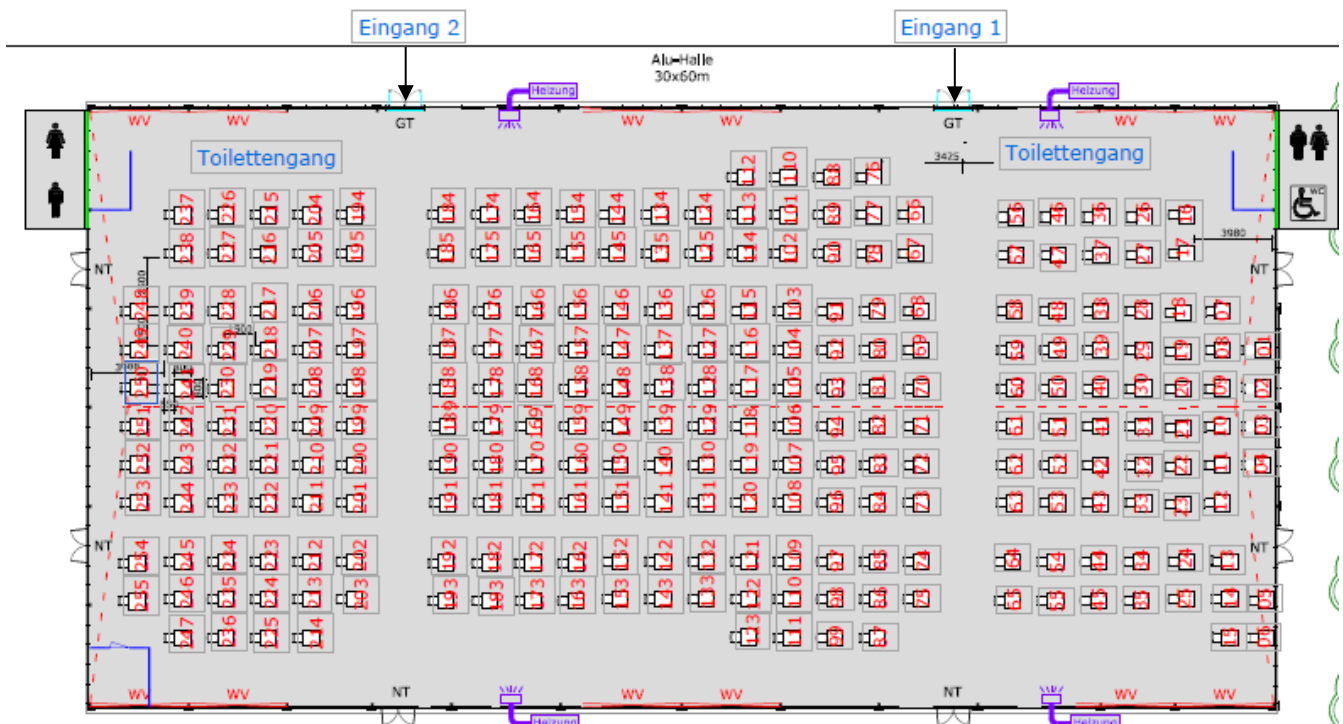
Item	Description
1	Front plate
2	LCD screen
3-6	Buttons
7	Power indicator
8-10	Traffic-light display
8	Red: high level – threshold exceeded
9	Yellow: medium level – please provide additional ventilation
10	Green: low level – good room-air quality
11	USB port – plug cable here for charging

LCD screen

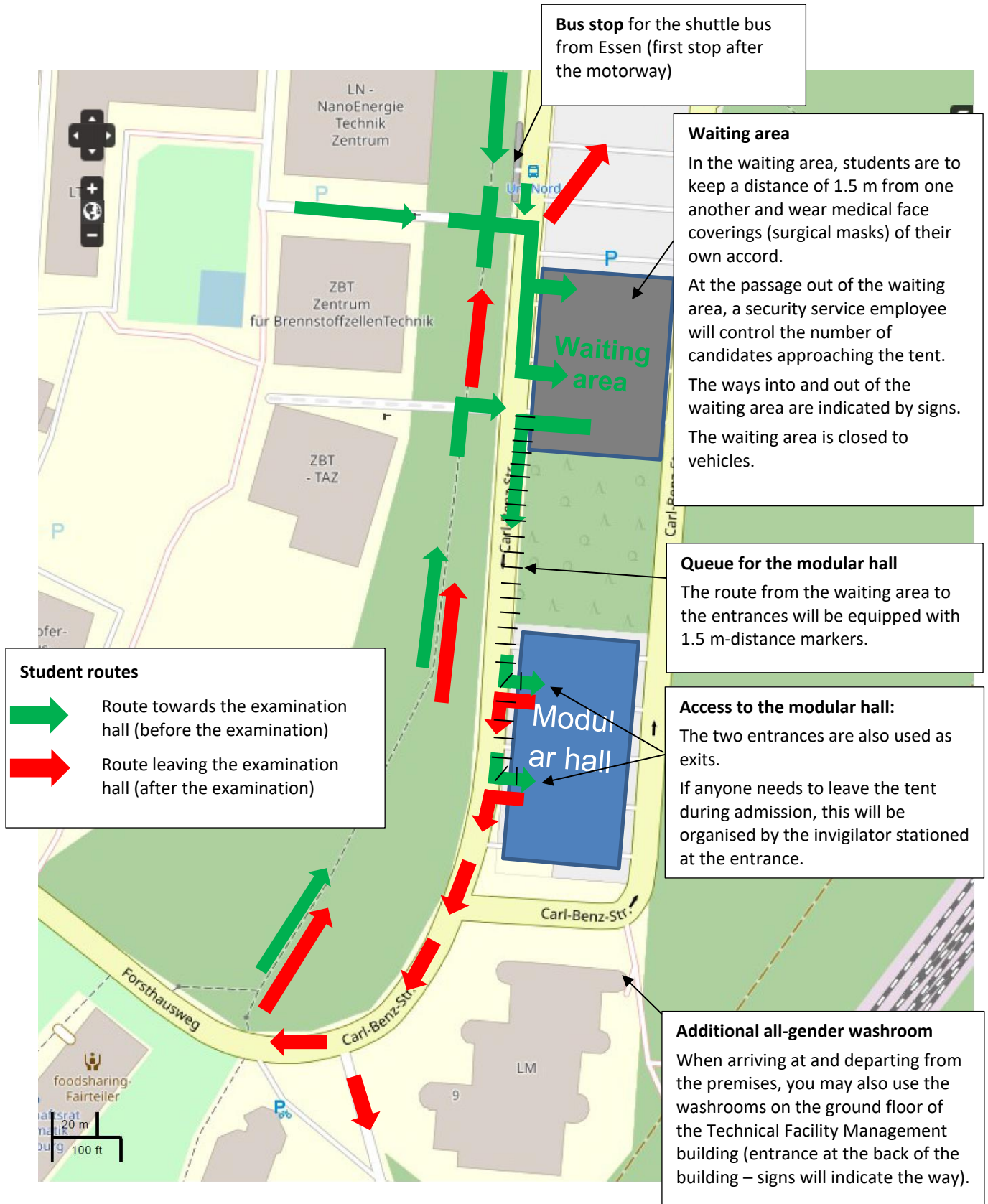


Item	Function	Item	Function
17	CO2/RH/TEMP diagrams	23	Plant mode
18	Maximum value of the diagram	24	Human mode
19	Minimum value of the diagram	25	Acoustic alarm on/off
20	RH display – relative humidity	26	CO ₂ value – please check regularly
21	Temperature display in °C	27	Time per section – indicates the time covered in the diagram
22	Main menu		

Seating plan for the modular hall



Layout plan for the modular hall at Carl-Benz-Straße



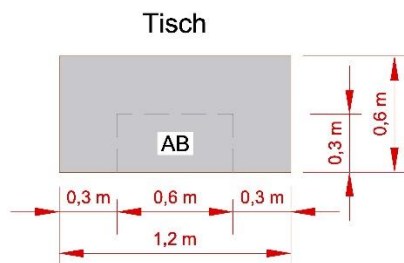
Attachment 2

Seating plan template for examination and meeting rooms:

Premises regarding the working space:

- Standard sizes for the desk (1.2m x 0.6 m), the chair (0.5 m x 0.8 m) and persons (0.6 m width)
- Students sit at the centre of the desk.
- The desk is divided into a working area (WA) and an unused area.
- The unused part is included when calculating the minimum distance.

Diagram:



Brief description of a potential setup of an example room:

The specified spacings are the absolute minimum lengths to allow a 1.5 m distance to be kept between the individual persons.

A person will not use the entire surface of the desk. Thus, the part that is not used (0.3 m on each side) can be included in the calculation of the distances. Therefore, there has to be at least a 0.9 m distance between desks in the same row.

The minimum distance between two rows of desks is the space required for the chair plus the stipulated safety distance of 1.5 m. As 0.3 m of the desk's depth are taken into account, the minimum distance between desk edges is 2.0 m.

The pathway through the room has also been closely calculated. It combines a path along the wall with a width of 0.6 m (see red area) and an empty space of 1.2 m width up to the outer edge of the desks. Thus, in total, there has to be a minimum distance between the wall and the edges of desks of 1.8 m.

If there is a pathway through the room with sets of desks on both sides, this path must have a minimum width of 3.0 m (2.0 x 1.2 m distance from the desks plus 0.6 m for the walking area).

Seating plan:

