

Information sheet for students on the procedure for face-to-face examinations during the SARS-CoV-2 epidemic

I. General information

Written tests and other examinations can once again be held on the campuses of the University of Duisburg-Essen (UDE) if specific hygiene conditions are met. This information sheet is to inform you about the situation that awaits you when you get to your examination and the conduct that we expect from you.

To make sure you and everybody else involved stays healthy, please adhere to the basic rules below:

1. Avoid contact

Keep a distance of 1.5 m from others. Please refrain from shaking hands and other greeting rituals that involve physical contact.

2. Adhere to hygiene measures (see attachment)

Please wash or sanitise your hands when you reach the campus. Please do not shake hands to greet people. Cough and sneeze into your elbow crease, not into your hands.

3. Comply with access restrictions

In the cases listed below, you may not enter UDE premises:

- If you feel ill, have a fever, a cough or other respiratory infections, please do not attend the examination. Contact a physician. If you become unable to attend the examination at short notice, i.e. within one week before the exam date, you have to submit a medical certificate.
- If you have contracted COVID-19 yourself (up until the end of the quarantine period imposed by the responsible health authority).
- If you have been identified as a contact person of a COVID-19 case (up until the end of the quarantine period imposed by the responsible health authority).
- If you have spent more than 72 hours in a non-European country, you will be requested not to enter the UDE premises for a period of 14 days after entering Germany. For the exact regulations, please refer to the Corona Protection Ordinance, available at: https://www.land.nrw/sites/default/files/asset/document/coronaeinrvo_ab_15.05.2020.pdf (German only).

II. Requirements to be met in the context of face-to-face examinations

1. What to expect at UDE

In order to conform with the distance requirement, UDE has significantly reduced the capacity of examination rooms. The examination room will be open at least 30 minutes before the examination is due to start to facilitate controlling the admission of candidates. The desks will have been cleaned for you before the exam. Door handles, general contact surfaces and washrooms are also cleaned regularly. Hand sanitiser will be available at the building entrances and in the examination room. The hygiene regulations stipulate that students must wear masks (cover their mouth and nose with fabric face masks or scarves) when moving within UDE buildings up until they reach their seats in the examination room. Therefore, please bring a face mask to the examination.

2. Are you a member of a high-risk group?

Persons who are at a higher risk for a severe course of COVID-19 due to an underlying condition must be specifically protected. Please find further information on which persons belong to this group on the following web page: <https://www.infektionsschutz.de/fileadmin/infektionsschutz.de/Downloads/Merkblatt-chronisch-krank-Menschen-Coronavirus.pdf> (German only). If you belong to this high-risk group, you should consult your attending physician. Ultimately, it is your decision whether you wish to attend the examination or not. At present, the deadline for withdrawal from an examination is one week before the examination date. After that, you need to submit a medical certificate from your attending physician.

III. Procedure and conduct information

1. Arrival on the day of the examination

Please allow a little more time than usual to facilitate guiding all participants to the examination rooms in a structured manner. Admission to the examination room will start at least 30 minutes before the exam is due to start.

Labels will be used in front of the building to mark 1.5 m spacing for queues. Please use these markings to ensure you keep a sufficient distance from the person in front of you.

In the case of examinations with large numbers of participants or if multiple examinations take place in the same building, a security service provider will check whether you have the right to enter the building based on the lists of registered candidates at the building entrance and guide the participants to the entrance of the examination room by means of suitable systems. In the case of individual examinations, the examiners will ensure that candidates will be picked up from and accompanied back to the building entrance.

Escape routes and exits can be used at any time even when the buildings are locked.

2. Obligation for students to wear masks

You must wear a face mask **inside UDE buildings** until you reach your seat in the examination room. During the examination, you may take your mask off. If you leave your seat during the examination or upon finishing the exam, you must wear your face mask again. In addition, it may

be necessary for you to put your face mask back on if your identity is checked while you are seated or if an examiner approaches when you have a question.

3. Within the building

Please wash your hands or use the hand sanitiser provided at the entrances of buildings or in the examination room.

Visitors may be guided through the building or staircases by means of one-way walkways. Examination rooms may also have separate entrances and exits. Please look out for corresponding signs and labels.

4. Lifts

Lifts may be used by a maximum of two persons at a time. If two persons are already using a lift, please wait for the next one or take the stairs. Please give priority to persons with limited mobility.

5. Use of washrooms

Washrooms are usually not very spacious, and the washbasins are close to one another and the door. Units that are immediately next to one another without separation may not be used simultaneously. Please wait if the room is occupied.

6. Within the examination room

Depending on how the faculties organise the examination, your identity will either be checked when you enter the examination room or during the examination (Faculty of Business Administration and Economics). You will then be assigned a seat. In lecture halls, the seats that may be used are marked with adhesive tape and/or number. Other seats may not be used due to the distance regulation.

In classrooms, only the permissible number of seats will be available. All other chairs will have been removed. Desks have also been arranged to ensure compliance with the distance regulation and must not be moved.

Invigilators will document who occupied which seat.

7. After the examination

Please wait for instructions from the invigilators to ensure that attendants also leave in a structured manner that allows the minimum distance to be kept after the exam. Please leave the building speedily.

We wish you the best of luck for your examination.

CORONAVIRUS

General Protective Measures



Keep at least **1.5 m** distance to others!



Wash your hands regularly and thoroughly with **soap and water** for **20 seconds**, especially after going to the toilet and before consuming any food.



Cough and sneeze into the **inside of your elbow** or **handkerchief**, not into your hand.



Do not touch your face with your hands.



Do not shake hands.



Avoid face-to-face meetings. Use telephone and video conferencing instead.



Stay at home if you have a cough and high temperature.



If you suspect you might have the virus, only go to the doctor after making an appointment first.



Separate use of hygiene articles and towels.



Thoroughly clean contaminated contact surfaces at work (e.g. toilets, workplace) and disinfect if necessary.