HANDOUT FOR CONDUCTING ON-SITE EXAMINATIONS AND COMPUTER-ASSISTED EXAMINATIONS

General information:

On-site examinations are only permitted under certain conditions:

- With the start of winter semester 2021/2022, on-site examinations will no longer require prior approval by the Rectorate. Please note that holding of on-site examinations (and on-site courses) will become the responsibility of the deans’ offices, where the current CoronaSchVO and, as applicable, future additional regulations will be adhered to. The resolution by the University of Bonn Rectorate addresses additional matters concerning examinations, basing upon the University Ordinance on the Coronavirus SARS-CoV-2 Epidemic (Corona-Epidemie-Hochschulverordnung – CEHVO). The Rectorate resolution can be read here. The comments below are summarizing the key points of the resolution. In case of doubt please refer directly to the resolution text!

- In addition, please always check the latest information on the coronavirus-related sections of the University website and information provided by your faculties and departments.

- You must have valid proof of 3G compliance and wear a mask in order to access University buildings. This also applies to examiners and assistants. The Rectorate hereby explicitly notes that a mask must be worn during written examinations in order to ensure protection against infection. The use of medical masks is generally not recommended and the use of FFP2 mask is strongly recommended.

- People without proof of 3G compliance may not take part in examinations. Test/recovery/vaccination status checks will take place outside the building or outside the examination room, depending on site conditions. For information as to which tests are valid please refer to the coronavirus-related sections of the University website.

- As a basic rule, the AHA+L guidelines (maintain distancing, observe hygiene rules, wear mask, ventilate regularly) apply.

- We also recommend using the coronavirus warning app launched by the federal government to receive a notification in case of risk contacts. You can find the app in the Apple and Google app stores.

- While a minimum distance of 1.5 meters is no longer legally required for teaching and examination activities, it is recommended to reduce the risk of infection.
On the day of the examinations:

- **Students exempt from wearing a face mask by way of a medical certificate must notify the relevant examination office at least one week prior to the examination date. Alternative solutions must be agreed upon in such cases, e.g. separate examination room, increased distance, etc.**

- **Examination rooms are aired by the proctors at least 10 minutes before the examination starts.** If the examination room is equipped with a ventilation system, the service team will adjust the system’s settings in advance to ensure ideal ventilation.

- Rooms are cleaned and door knobs, handrails and tables disinfected on a daily basis. Cleaning of surfaces in examination rooms beyond the regular cleaning is not recommended. According to Prof. Engelhart from our Institute of Hygiene, smear infections outside of patient care do not significantly contribute to coronavirus infections. From the point of view of occupational medicine, airing of rooms, keeping distance and wearing of masks as well as hand hygiene are sufficient.

- However, if additional hygiene measures are desired, rooms will be equipped with buckets containing soapy water, cleaning cloths and disposable gloves (please contact Mr. Linke in section 4.1) accordingly. Examiners or proctors may use this equipment to clean desks with soapy water and leave them to dry. This procedure ensures that possible SARS-CoV-2 pathogens on the surfaces are removed.

- In the case of computer-assisted examinations, in line with CoronaSchVO, the proctors also clean keyboards and computer mice with a microfiber cloth soaked in Bacillol Foam 30 (spray bottle).
Entering the examination room:

- Students enter the examination room in a timely manner. It is the responsibility of examination supervision staff to ensure that rooms are unlocked 20 minutes prior to start of the examination, to avoid group gatherings in the corridors.

- To reduce contact, participants, once seated, should not leave the room except for going to the toilet.

  **Corridors and stairways are not considered waiting areas!**

- Posted at the entrance, a proctor should supervise the correct entering of the examination room and assist candidates in promptly finding their seats.

- Forming groups must be avoided. All candidates should disinfect their hands at the mobile tables reserved for disinfectant.

- Persons showing symptoms are prohibited from entering the building.

- Jackets and bags are to be stored at the seats to avoid queuing.

- When in doubt, the proctors may ask candidates to briefly take off their face mask to verify their identity.
Special provisions for computer-assisted examinations:

- Candidates enter the examination room and take their seats. The candidate logs in and starts the examination.
- The candidate’s identity must be verified **during** the examination as the user name shown in the examination window must be compared with the student ID. The examiner verifies the identity at the candidate’s seat.

During the examination:

- **In examination rooms with windows, the proctors must thoroughly air the room for a period of at least 3 minutes each 30 minutes.** Alternatively, windows can be left ajar throughout the entire examination.

  **Technical support during computer-assisted examinations:**
  - In case of technical issues, candidates give a respective sign. The examiner (also wearing a face mask) identifies the issue and asks a HRZ technical support staff member for assistance if necessary. Also wearing a face mask, the HRZ technical support staff member then tries to solve the issue.

Towards the end of the examination:

- Candidates may only leave the room once the examination has ended. (Exception: the minimum distance can be kept when leaving the room)
- Candidates collect their belongings and leave the examination papers at their seats.
- Candidates then leave their row of seats in reverse order.
- Proctors explicitly point out that University premises and University grounds **must be left immediately** and that forming groups at the exits must be avoided.
- All persons keep the masks they were issued, wear them on the journey home and then dispose of them in the domestic waste. Alternatively dispose **the masks only in the designated waste containers.**

In case of questions, please contact arbeitsschutz@verwaltung.uni-bonn.de.