HANDOUT FOR EXAMINERS HOLDING ON-SITE AND COMPUTER-ASSISTED EXAMINATIONS IN THE “SAFE OPERATIONS” PHASE

Prior to the day of the examination:

- **On-site courses are only permitted under certain conditions.** Holding a course on-site is permitted if not holding the course on-site would create serious disadvantages for the students, or it cannot be postponed. Please note that any courses or examinations to be held on-site based on these extraordinary regulations must be approved by the Rectorate. Please send such requests via the responsible dean's office to the Provost (kanzler@uni-bonn.de).

- Please find the currently applicable legal provisions and guidelines on the [coronavirus info pages of the University](https://www.uni-bonn.de/coronavirus).

- Before the examination date, please ensure that all students have received the [handout for students](https://www.uni-bonn.de) via the examinations office.

- Please also provide all proctors with a copy of this handout for examiners.

- 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.

- University of Bonn employees and student assistants can also get tested for the coronavirus in certain circumstances. The University has concluded agreements with the University Hospital Bonn (UKB) and BONN CORONAVIRUS TEST CENTER at Remigiusplatz 1 for this purpose. For both tests, your manager will need to send an informal email to arbeitsschutz@verwaltung.uni-bonn.de. The Occupational and Environmental Safety Unit will then arrange the actual test (see Circular No. 17/2021).

- Please make yourself familiar with the examination room facilities as well as with the examination schedule as outlined in this handout. Administrative staff labeled chairs/tables with seat numbers. The examination offices will hand out seating plans with information on which seats can be used in the respective examination room.
On the day of the examination:

- Please come to the examination room in good time.
- Keep in mind that wearing mouth and nose covers is obligatory in all University of Bonn buildings. Due to the current state of the pandemic, however, visitors to the university are requested to wear a medical mask.
- Surgical masks will be provided to students attending courses and examinations if needed. They will be automatically provided at your study location after your course has been registered and approved by the central room allocation unit and janitors.
- Disinfect your hands at the provided tables reserved for disinfectant when entering the examination rooms.
- You must air the examination room 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 mouth and nose cover 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. Teaching staff 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, the proctors must also clean keyboards and computer mice with a microfiber cloth soaked in Bacillol Foam 30 (spray bottle).

Entering the examination room:

*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.
- Please ensure that candidates are keeping the minimum distance (1.5m) and wearing mouth and nose covers when entering the examination room. Forming groups must be avoided.
- All candidates should disinfect their hands at the mobile tables reserved for disinfectant. Ensure that the minimum distance is kept during this process as well!
o Persons not wearing a mouth and nose cover should be banished from the building. (Exception: students who carry a medical certificate (see below).)

o Please offer free surgical masks to the candidates. Please wear gloves when distributing from the package, or wash and disinfect your hands thoroughly beforehand.

o Persons showing symptoms are prohibited from entering the building.

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

o Place the prepared exam papers, writing paper (if applicable) and template forms for contact tracing (see above) on the tables.

o Ask candidates to complete the contact tracing form right away.

o Start verifying registrations and identities when all candidates are seated. When in doubt, the proctors may ask candidates to briefly take off their mouth and nose covers to verify their identity.

o You can already collect the completed contact tracing forms.

o Please find the most important instructions for students on the last page. Make sure to read these instructions to the students before the examination starts and confirm by signature that you have done so.

o If you decided not to hand out the examination documents before the candidates entered the room—e.g. due to group size—you can do so now.

o Please tell all candidates to note their seat number on the first page of the examination. In case of contact tracing, this facilitates matching candidates with their seats.

**Special provisions for computer-assisted examinations:**

o Candidates enter the examination room (Campo-Mensa) and take their seats. The examiner reads the instructions on the last page of this document to all candidates.

o Candidates complete the contact tracing form (see above). Important note: Examiners, proctors and technical support staff (HRZ) must also complete the contact tracing form.

o The candidate logs in and starts the examination.

o 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. Once the candidate’s identity has been verified, the examiner collects the contact tracing form.
During the examination:

Candidates must wear a mouth and nose cover also during the examination.

- Students exempt from wearing a mouth and nose cover 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. Wearing a face visor is required in this case.
- 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.
- If a candidate needs to use the toilet during the examination, the candidate gives a sign to a proctor. The proctors then notify other candidates who cannot maintain the minimum distance to the passing candidate accordingly.
- Technical support during computer-assisted examinations:
  In case of technical issues, candidates give a respective sign. The examiner (also wearing a mouth and nose cover) identifies the issue and asks a HRZ technical support staff member for assistance if necessary. Also wearing a mouth and nose cover, 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 while keeping the minimum distance.
- Please point out explicitly that University premises and University grounds must be left immediately and that forming groups at the exits must be avoided.
- If not done so yet, proctors can now collect the examination papers and contact tracing forms.
- All forms are then inserted into an envelope with group list and the general seating plan.
The following details must be on the outside of the envelope:

- Course date and times
- Room name/learning space
- Teacher’s name and signature
- Recipient: University mail room (Poststelle)

The labeled envelopes must be sent via inhouse mail immediately.

This documents are stored for a period of 4 weeks and destroyed thereafter. In case of an infection, if need be, the provided forms then serve to create a specific seating plan with student ID number and email address. In these cases, the participant list (with seating plan) will be shared with the health authorities.

Special provisions for computer-assisted examinations:

- Disinfect keyboards and computer mice as outlined above. Close laptops after disinfection and move them to an upper corner of the table.
- Please disinfect your hands before leaving the room.
- Keep the mask to wear on your journey home and then dispose of it in your general waste. If you would prefer not to wear the used mask on your journey home, please only dispose of it in the labeled waste bins for used masks.

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

PLEASE TURN PAGE FOR THE EXAMINATION CANDIDATE INSTRUCTION FORM. ONCE INSTRUCTIONS HAVE BEEN GIVEN, PLEASE SIGN THE FORM AND KEEP IT ON FILE.
Examination Candidate Instruction

- Please comply with the following measures:
  - All candidates must wear a mouth and nose cover during the examination.
  - You can obtain surgical masks from the proctors if needed.
  - Please write down your seat number on the first page of your examination and complete the contact tracing form.
  - All forms are then inserted into an envelope with date, time, room, group list and the general seating plan. This envelope is stored for a period of 4 weeks and destroyed thereafter. In case of an infection, if need be, the provided forms then serve to create a specific seating plan with student ID number and email address. In these cases, the participant list (with seating plan) will be shared with the health authorities.
  - Start verifying registrations and identities when all candidates are seated. When in doubt, the proctors may ask candidates to briefly take off their mouth and nose covers to verify their identity.
  - If you need to use the toilet during the examination, please let me know. I will make students who you need to pass aware accordingly.
  - You may only leave the room once the examination has been ended by the examiner.
  - Collect your personal belongings and leave the examination papers and the contact tracing forms (if not collected yet) at your seat.
  - Quickly leave University premises and University grounds and do not form groups.
  - Keep the surgical mask to wear on your journey home and then dispose of it in your general waste. If you would prefer not to wear the used surgical mask on your journey home, please only dispose of it in the labeled waste bins for used masks.

- I have instructed the examination candidates according to the above.

- Bonn,

__________________________  _______________________
Name of examiner            Original signature
In block letters