Dear students,

With this handout, we want to inform you on the general conditions and help you familiarize with the infection protection measures that will apply before, during and after your examination. Protecting against infection and containing the pandemic remain the priorities in all of the University’s decision-making. Therefore the University provides students with surgical masks for use during the examinations at the location the examination takes place. 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. This way you are informed as to which rules apply and whether on-site examinations are currently allowed to take place. This handout, of course, refers to on-site examinations which are allowed to be conducted.

The following seven points summarize the most important rules for a safe University visit:

- Act responsibly. - Wear a mask when present on University premises. Due to the current pandemic-related developments, persons visiting the University are asked to wear a medical mask.
- Keep yourself clean. - Disinfect your hands at University entrances and wash them regularly and thoroughly with soap.
- Recover fully first. - You are not allowed to enter University premises if you experience any symptoms of illness or if you have been in contact with infected persons.
- React quickly. - Always sneeze and cough into the inside of your elbow.
- Maintain distance. - Always maintain a distance of at least 1.5 meters to protect yourself and those around you.
- Ventilate rooms often. - Fresh air reduces the aerosols in the room air.
- Stay informed. - Always stay up to date with the latest regulations.

We request your compliance with the regulations outlined below before, during and after conducting of the on-site exam:
Basic rules

- The wearing of mouth-nose covers (“face masks”) is mandatory in all buildings of the University of Bonn (including entrance areas and corridors outside examination rooms). Staying in entrances and hallways of buildings must be kept to a minimum. Please note furthermore that a minimum person-to-person distancing requirement of 1.5 m applies both in and outside of examination rooms, without exception.

- **Individuals with symptoms of illness** not cleared by a physician are prohibited from entering facilities of the University of Bonn, and in case of breach will be immediately ordered to leave the facilities and building.

- Upon exhibiting any **acute Covid-19 symptoms**, the affected individual must exit the facilities immediately. We thus emphatically request that you do not sit for the exam if you believe you may be infected so as to avoid posing an unnecessary infection risk for monitoring personnel and your fellow students.

- Students registered for an exam who believe that taking the exam poses too great a health risk may informally withdraw at any time by notifying the examination board before the exam.

- If you want to be alerted following contact with an infected person for a longer period of time, you can download the coronavirus warning app launched by the federal government (use is voluntary), which is available in the Apple and Google app stores.

The route to the exam room

- The route from the entrance to the respective lecture hall is signposted in all buildings. Please follow the signposts. If there is a waiting line, please maintain a **minimum distance of 1.5m** to the person standing in front of you.

- 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 on floors.

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

- **Proctors** outside the lecture halls will provide mandatory instructions.

- **Hand disinfectant** will be provided at examination room entrances, which you are requested to utilize.

- The lecture halls are adequately ventilated by the proctors.

- Rooms are cleaned and door knobs, handrails and tables disinfected on a daily basis.

- **Seats** in the **lecture hall** are marked with green and red labels.
This way the minimum distance of 1.5m is maintained at all times. In case of fixed auditorium-style seating, only every third seat and every other row is used.

- All candidates must sit in a marked seat.

- **Seats marked with orange labels refer to previous requirements related to the Ordinance on the protection against new coronavirus SARS-CoV-2 infections (Coronaschutzverordnung) and must currently not be used.**

- Please occupy seating in the rows so that no one has to move past you to reach a seat. Any bags or jackets brought along are kept at your seat.

- Keyboards and computer mice for **computer-assisted examinations** are disinfected by the examiners.

- On each seat a form is provided for students to enter first and last name, student ID number, email address and seat number. 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 details 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.

- **Identity verification** is performed by the proctors at the respective examination location. To verify your registration and identity, you will need to briefly take off your mouth and nose cover when asked to do so.

- If the examination papers have already been handed out, do not start writing before being asked to do so.

- The examination proctor will announce when the exam starts. First, note your seat number on the cover page of your examination paper.
During the written examination

The candidates must wear a mask during the examination.

- The lecture hall will be aired every 30 minutes during the examination. Please dress yourself accordingly.
- Instructions given by the proctors in the lecture hall must be followed without exception. You may be excluded from the exam for failure to follow instructions or creating a disturbance. In such case, you “fail” the exam in question (grade = 5.0).
- It is generally not allowed to submit a completed exam early, even if you withdraw from the examination.
- If you need a restroom break during an exam, please indicate so to the proctors. All candidates in the respective row must vacate their seats while keeping the required minimum distance. The reverse procedure applies when you return. The proctors may assign you to a different seat when you return. Because this poses a considerable interruption and disruption for other exam takers, please keep restroom visits to a minimum.

After the exam

- When the official time for the exam has elapsed, please lay the exam documents on your seat in orderly fashion.
- Please leave the lecture hall as well as the building promptly while keeping the minimum distance.
- The proctors will collect all examination papers and disinfect seats used.
- Keep the masks to wear on your journey home and then dispose of them in your general waste. If you would prefer not to wear a used mask on your journey home, please dispose of it only in the special labeled waste bins for masks used.

For additional information regarding the applicable rules please read the University of Bonn guidance and hygiene policies and the information bulletin from the Ministry of Labor, Health and Social Affairs of North Rhine-Westphalia on the public health measures currently in place to protect against the SARS-CoV-2 virus.

Best of luck with your examinations!

Prof. Dr. Karin Holm-Müller