Dear students,

With exams coming up in the weeks ahead, we are issuing this information sheet to familiarize you with the current conditions under which these will be held and prepare you for the anti-infection regulations that will be in place during and after exams. Protecting against infection and containing the pandemic remain the priorities in all of the University’s decision-making.

The latest developments and the regulations in place permit us to reschedule and conduct winter semester exams on-site at University premises which cannot be conducted online for objective reasons. Over the last few weeks we have laid the groundwork for these to be conducted.

To prepare you further regarding the new exam-taking situation please also 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. We request your compliance with the regulations outlined below before, during and after conducting of the on-site exam:

Basic rules

- Since May 18, 2020 the wearing of mouth-nose covers ("face masks") has been mandatory in all buildings of the University of Bonn (including entrance areas and corridors outside examination rooms). Removing your face mask is only permitted during the actual examination itself.
- Waiting in entrance areas and halls of buildings must be kept to the necessary 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 by notifying the examination board before the exam.

The route to the exam room

- The route from the entrance to the respective lecture hall is signposted in all buildings. Please follow this signage. If there is a waiting line, please maintain a **minimum distance of 1.5 m** to the person standing in front of you.
- **Monitoring personnel** 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 monitoring personnel.
- **Identity verification** is performed by the monitoring personnel at the respective exam location. You should keep your mouth-nose cover on during this process.
- **Seats** to be used in the lecture hall are marked. This is to ensure that exam takers maintain the **minimum distance of 1.5 m** between each other during the exam. These seats have been **disinfected** and must be exclusively utilized. 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.
- The exam will be laid out at your seat before you arrive. You may only commence writing, however, when instructed to do so.
- **When instructed**, briefly remove your mouth-nose cover for verification of your registration for the exam and of your ID.
- The exam proctor will announce when the exam starts. First, note your **seat number** on the cover page of your exam document.
- **When announced by monitoring personnel**, you may remove your mouth-nose cover while taking the exam.

During the exam

- **Instructions given by monitoring personnel** 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).
- If communication is required between an exam taker and monitoring personnel during an exam, both must be wearing a mouth-nose cover. It is generally not allowed to submit a completed exam early.
- If you need a **restroom break** during an exam, signal to the monitoring personnel, placing your mouth-nose cover back on. The exam takers in the seating row must then likewise put their mouth-nose cover back on and move out of the seating row toward the closest exit to allow you out, maintaining the required distance. The reverse procedure applies when you return. The monitoring personnel may assign you to a different seat. 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. Put your mouth-nose cover back on and exit the lecture hall and foyer of the lecture hall building in the reverse order to the order in which you entered. Be sure to maintain the required distance while exiting.
- The monitoring personnel will collect the exams and disinfect the seating used.

Best of luck with your exams!

Prof. Dr. Karin Holm-Müller