Prior to the day of the examination:

- Please find the currently applicable legal provisions and guidelines on the corona info pages of the University.
- Before the examination date, please ensure that all students have received the Vice Rector for Teaching and Learning’s handout for students via the responsible examination office (note: the economics department uses an amended version).
- Please also provide all proctors with a copy of this handout for examiners.
- **Please print the template form for contact tracing in on-site examinations** for all candidates, proctors and (for computer-assisted examinations) all technical support staff and bring sufficient copies on the day of the examination (see below).
- 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.
- Please make yourself familiar with the examination room facilities as well as with the examination schedule as outlined in this handout. Administrative staff will label 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**.
- 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.
- All examination rooms have been equipped with buckets containing soapy water, cleaning cloths and disposable gloves. Please clean the candidates’ tables with soapy water and let them dry. This procedure ensures that possible SARS-CoV-2 pathogens on the surfaces are removed. **In case of computer-assisted examinations**, keyboards and computer mice must also be cleaned with a microfiber cloth soaked in Bacillol Foam 30 (spray bottle).
- Disinfect your hands again.
- Place the prepared exam papers, writing paper (if applicable) and template forms for contact tracing (see above) on the tables. If you do not wish to hand out the documents right away, you must wait until all candidates have taken their seats. This, however, creates additional contacts between candidates and proctors.
Entering the examination room:

- 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!
- Persons not wearing a mouth and nose cover should be banished from the building.
- Persons showing symptoms are prohibited from entering the building.
- Jackets and bags are to be stored at the seats to avoid queuing.
- Ask candidates to complete the contact tracing form right away.
- Start verifying registrations and identities when all candidates are seated. Everyone should be wearing mouth and nose covers during verification. When in doubt, the proctors may ask candidates to briefly take off their mouth and nose covers to verify their identity.
- You can already collect the completed contact tracing forms.
- 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.
- 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.

Special provisions for computer-assisted examinations:

- Candidates (wearing a mouth and nose cover) enter the examination room (ULB reading room) and take their seats. The examiner reads the instructions on the last page of this document to all candidates.
- Candidates complete the contact tracing form (see above). Important note: Examiners, proctors and technical support staff (HRZ) must also complete the contact tracing form.
- 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.
- Once the candidate’s identity has been verified, the examiner collects the contact tracing form.
- Only once all candidates’ identities in a seating block have been verified, the examiner indicates to the candidates that they may now take off their mouth and nose covers if they wish to do so.
- 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.
Handout for examiners holding on-site examinations and computer-assisted examinations in the “safe operations” phase

During the examination:

- We ask all candidates to also wear their mouth and nose covers during the examination if possible. Candidates who wish to take off their mouth and nose covers (e.g. due to problems concentrating or wearing glasses) may do so. Mouth and nose covers may only be taken off once all candidates have taken their seats and the proctors have given a respective signal.
- In examination rooms with windows, the proctors must thoroughly air the room for a period of 10 minutes each 60 minutes. Alternatively, windows can be left ajar throughout the entire examination.
- If a candidate needs to speak to a proctor, the respective candidate, the proctor and all candidates who cannot maintain the minimum distance of 1.5m to the passing proctor must put on their mouth and nose cover.
- If a candidate needs to use the toilet during the examination, the candidate gives a sign to a proctor and puts on the mouth and nose cover. The proctors then instruct other candidates who cannot maintain the minimum distance to the passing candidate to put on their mouth and nose covers as well.
- **Technical support during computer-assisted examinations:**
  - In case of technical issues, candidates give a respective sign and put on their mouth and nose cover.
  - 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:

- At the end of the examination, everyone must put back on their mouth and nose covers.
- Candidates may only leave the room once the examination has ended. (Exception: the minimum distance can be kept when leaving the room, not forcing other candidates to put on their mouth and nose covers and not disturbing them in any way.)
- 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 must be left immediately and that forming groups at the exits must be avoided.
- The proctors can now collect the examination papers and contact tracing forms.
- **Special provisions for computer-assisted examinations:**
  - Disinfect laptops, 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.
  - If your mouth and nose cover is a single-use face mask, please take it home with you. Disposal of used face masks on University of Bonn premises is forbidden by waste legislation.

In case of questions, please contact arbeitsschutz@uni-bonn.de.
Handout for examiners holding on-site examinations and computer-assisted examinations in the “safe operations” phase

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:

- Please write down your seat number on the first page of your examination and complete the contact tracing form.
- If possible, please also wear your mouth and nose covers during the examination. If you wish to take off your mouth and nose cover, you may do so once all candidates have taken their seats and I indicate you to do so.
- If one of you has a question, all candidates I pass must put on their mouth and nose covers.
- If you need to use the toilet during the examination, please let me know and put on your mouth and nose cover. I will instruct students I need to pass to put on their mouth and nose covers as well.
- At the end of the examination, please put on your mouth and nose covers.
- You may only leave the room once the examination has ended.
- Collect your personal belongings and leave the examination papers at your seat.
- Quickly leave University premises and do not form groups.
- If your mouth and nose cover is a single-use face mask, please take it home with you. Disposal of used face masks on University of Bonn premises is forbidden by waste legislation.

I have instructed the examination candidates according to the above.

Bonn,

_________________________________  ____________________________
Name of examiner  Original signature
In block letters