

Coronavirus - Organisation and Procedure of On-Campus Examinations at the FH SWF

I. Organisational Stipulations in Advance

1. The stipulation given in the *Operating concept - corona crisis* on examinations with a maximum of 50 persons per room will be loosened in accordance with Section 2 in the case of suitable rooms. The hygiene and distance regulations remain valid.
2. Suitable examination rooms are located at all sites. The maximum seating capacity determined by the AGU unit, Department 7 and the faculties was marked in the corresponding examination rooms. The maximum occupancy must be observed for lecture halls with ascending chairs.
3. Students from risk groups (medical certificate required) should be provided with individual solutions (e.g. separate room, different examination format, etc.) upon request in case of a need certified by a doctor.
4. In order to maintain the required minimum distance of 1.5 m (especially entrance and main walkways), those areas in which an increased number of people can be expected was marked.
5. In order to observe the distance and hygiene regulations, there is to be assigned security staff (e.g. assistants). The faculties are responsible for the organisation. The faculties must instruct the security staff on-site before starting their activities. The instructions on the common distance and hygiene regulations are provided centrally in a video available for this purpose:
https://www.youtube.com/watch?v=ySoms7ba_jo&feature=youtu.be
6. It must be ensured that no gatherings of people, queues, etc. are formed at the entrance and exit areas. As far as possible, access to the examination rooms should be allowed no later than 15 minutes before the examination begins.

II. Procedure on the examination day

1. Student comes to the university

- 1.1 The university administration will inform all persons involved in examinations in advance that they have to bring their own textile mouth-nose cover and that they can only enter the building wearing the mouth-nose cover.
- 1.2 The general hygiene and distance regulations also apply to on-campus examinations.
- 1.3 In exceptional situations, a mouth-nose cover may be provided by the Technical Operations Services; the mouth-nose covers may be handed out in advance by the post office to the examiners, the security staff and the faculties.

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2. Activities in the building

2.1 Before entering the building, the security staff indicates the minimum distance which is to be observed by the examinees, e.g. by walking in a row. Group formation should be avoided. Furthermore, students must wear their own textile mouth-nose cover on the way to the examinations until they reach their seat. This also applies when leaving the examination room.

2.2 Department 7 and the Security Services ensure that the distance and hygiene regulations are observed on the corridors of the university buildings (no group formation etc.). The same applies to the outdoor areas.

3. In the examination room

3.1 In order to ensure the mandatory traceability, students shall bring to each examination the attached form, completed and printed or in a readable handwritten form providing data on their name, address and telephone number. The forms are collected in a suitable container and kept there for four weeks in the respective Dean's office taking into account data protection.

3.2 A safety distance of 1.5 m between each participant must be maintained by marking the available seats. Exceptions concerning the minimum distance are only allowed when entering and leaving the examination room, i.e. also when going to the toilet, as well as in case of movements between the rows. In these cases it is mandatory to wear a textile mouth-nose cover (e.g. mask, scarf, cloth). Generally, the students remain seated at their tables.

3.3 The examination tasks will be handed out close to the entrance area in return for the submission of the information necessary for traceability (see attached form).

3.4 Bags will be left at the tables.

3.5 The university administration prepared a central corona risk assessment for the examinations. This must be available to the person responsible as well as the supervisors. Although students were able to watch a video in advance, they must be instructed before the beginning of the examination on the distance and hygiene regulations that apply during and after the examination by means of the centrally provided brief instruction.

3.6 During the examination, the wearing of a mouth-nose cover is not obligatory.

3.7 A regular ventilation of the examination room must be ensured by the supervisors, taking into account the interests of the examinees and the local conditions (avoid draughts if possible). For rooms with ventilation systems, Department 7 ensures their proper operation.

3.8 Disinfectants for hands and surfaces are provided for the examinees and supervisors by the Facility Management. Disinfection wipes can be provided in advance by the post office to the supervisors, the security staff and the faculties.

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3.9 Intermediate cleaning of the tables and door handles is carried out by the supervisors.

4. End of the examination

After the examination, all students have to leave the room one after the other as quickly as possible, wearing a mouth-nose cover and observing the distance regulations. After the examination, group formations in the buildings and on the campus are to be avoided.

5. Regulatory law

The employees of the FH SWF are authorised to enforce the above regulations in accordance with the Infection Protection Act and the General Order.

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Information on traceability in accordance with § 2a Corona Protection Regulations NRW

Date of examination:

Last name, first name:

Street, number, post code:

Phone number: