



Written exams in lecture halls/event halls during the coronavirus pandemic – **Information for students**

Date: 14.09.2020

This article provides guidelines for hygiene measures to be observed when taking part in written examinations during the coronavirus pandemic inside and outside the lecture halls of Technische Universität Braunschweig or the assigned examination locations, respectively.

I. Minimum distance and using face masks

- A minimum distance of 1,5 m from other persons must be maintained on the university grounds and in the university buildings.
- A face mask must always be worn if the required minimum distance of 1,5 m from other persons cannot be maintained.
- Examinees must wear face masks starting in the designated waiting area in front of the examination room until he/she is seated in the examination room.
- Once seated, the face mask can be removed, because the minimum distance to other seated persons is guaranteed there.
- When leaving the seat (e.g. for visiting the bathroom (toilet)), the face mask must be worn.
- After the exam, the face mask must be worn until leaving the respective building.

II. General measures

- Examinees showing symptoms of Covid-19, may not enter the university or examination rooms. Examinees affected by a chronic disease with analogous symptoms, must present a medical certificate to participate in the examination. Examiners must be notified of the chronic disease with Covid-19 symptoms at the latest after the deadline for de-registering.
- Examinees who show pronounced Covid-19 symptoms during the examination without prior notice, are requested to leave the examination room immediately wearing a face mask.
- Examinees must fill in a state of health declaration regarding Covid19, which will be sent out in advance and must be completed on the day of the exam as part of the

- exam (see Appendix 1). Without this signed declaration you will not be able to take the exam.
- Waiting areas will be set up in front of all examination rooms. Where possible, distance markings will be placed.
- In the examination rooms there are at least 10 m² space for each person. Once seated, a minimum distance of 1,5 m to any other examinee is kept.
- Before the exam, the desks have been cleaned.
- At the entrance of each centrally managed examination location, hand disinfectants are provided.
- You will be notified in advance of the examination room and the time of admission to the examination room. Since large cohorts of examinees are distributed over several rooms, the room details within a cohort may differ. Please visit only the specified room. Only there you can take the exam!
- Please be on time, as the admission procedures are time-consuming! If your being late would disturb the course of the examination, you cannot be admitted to the examination room.
- In accordance with the „Niedersächsische Verordnung zur Neuordnung der Maßnahmen gegen die Ausbreitung des Corona-Virus SARS-CoV-2“ (Lower Saxony Corona Regulations), the TU Braunschweig must document the surnames, first names and contact details of the examinees with their written consent. A person may only be examined if he or she agrees with that documentation. The respective information will be collected in the health declaration and will be kept for three weeks after completion of the exam and presented to legal authorities on request. The contact data will be securely destroyed three weeks after the exam.
- The identity check takes place at the entrance to the examination room (examiner behind splash guard). Here, the distance may fall below 1,5 m.

III. Measures before/during/after the audit

- It is recommended to travel to the examination location individually.
- The instructions of the staff must be followed.
- Existing systems for circulating air will be switched on during the exams.
- In rooms without air circulation systems, ventilation is carried out at least every 60 minutes. In the case of examinations lasting 90 minutes, ventilation takes place after 90 minutes. The ventilation time during the exam is added to the exam time (extension of the exam time).

A. Access

- The rows are systematically filled up. Please take the next available seat and not just any seat! Crossing paths when taking the seats must be avoided!
- You must bring your own pens.
- In addition to your name (legible) and matriculation number, fill in your **seat number** and **room number** on the cover sheet and sign the health declaration with your full name.

B. Questions during the exam

- Ask questions (if you do not understand a problem of the exam) before the start of the exam. When questions are answered during the exam, the rules of hygiene must be observed when interacting with the supervisory staff (both parties have to wear a face mask).

C. Bathroom facilities

- The face mask must be worn if you need to see a bathroom (toilet). Hand hygiene must be observed.

D. Handing in the examinations and leaving the lecture hall

- Leaving the lecture hall starts with the row closest to the exit.
- The exam is handed in according to the announcement of the supervising staff.
- You must leave the building immediately after leaving the examination room. Group formation outside the building is strictly prohibited.

IV. In case of infection after the exam

- If you are diagnosed with Covid-19 disease up to 14 days after the exam, please notify TU Braunschweig immediately by sending an email to **corona_meldung@tu-braunschweig.de** giving the name of the exam and the date of the diagnostic test.

V. Annexes

Appendix 1: Health declaration (in German)