



# Written exams in physical presence during the coronavirus pandemic – Information for students

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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.

We ask you to observe the following hygiene measures before you arrive at the examination location:

- It is recommended to travel to the examination location individually.
- Every examinee must wear a community mask starting in the designated waiting area until he/she reaches the seat in the examination location. Once at the seat, the community mask can be taken off. The community mask must also be worn when visiting the toilet and after the examination until leaving the examination location.

## I. General measures

- If you show symptoms of Covid-19 disease, you may not enter the university or examination rooms. If you have a chronic illness with analogous symptoms, you must present a medical certificate to participate in the examination. You must notify the examiners of a chronic illness with Covid-19 symptoms at the latest by time where you can no longer de-register.
- Persons who show pronounced symptoms during the examination without prior notice must immediately put on the community mask and are requested to leave the examination room.
- You must fill in a declaration of your state of health regarding Covid19, which will be sent to you in advance and must be completed as part of the exam. 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. You must keep a minimum distance of 2 m from any other person at all times before and after the exam. For this purpose, markings will be placed where possible.
- Groups of persons before and after the examination inside or outside the buildings of TU Braunschweig or the other examination locations are not permitted!

- In the examination rooms there are at least 10 m<sup>2</sup> space for each person. A minimum distance of 2 m to any other examinee in all directions is kept.
- After each exam, the desks are cleaned.
- At the entrance, hand disinfectants are provided at all centrally managed examination rooms.
- 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.
- You must bring a community mask, which must be worn when entering and leaving the lecture hall and whenever the required minimum distance cannot be kept (see above). The community mask can be taken off during the examination.
- According to the Lower Saxony Regulation for Combating the Corona Pandemic (Niedersächsische Verordnung zur Bekämpfung der Corona-Pandemie), 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 in front of the entrances to the examination rooms (examiner behind splash guard).

## II. Measures before/during/after the exam

- 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 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 from the seats most distant from the entrance. Occupy 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** 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 community mask).

***C. Bathroom facilities***

- The community 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 is strictly prohibited.

**III. Annexes**

Appendix 1: Health declaration (in German)