

Corona Pandemic: Hygiene Regulations for In-Classroom Examinations

The university has developed regulations, in accordance with government policy, as to how in-classroom examinations can be carried out minimizing a risk of a COVID-19 infection. To this end, precautions have been taken, in particular, to guarantee the adherence to current social distancing and hygiene regulations. These regulations apply to the examination participants, supervisors, and staff.

What is new?

- **Smaller examination groups:** The number of seats that can be used at the same time during an examination must be limited in each individual examination session in order to maintain the existing social distancing regulations (>1.5m). Thus, only one quarter of the previous seats is regularly available in each exam room.
- In rooms with fixed seating, the seats which can be used are marked with a **color code**. This ensures that all students receive a properly cleaned working place.
- **Cleaning:** The working places are cleaned after each use by the university.
- **Hand sanitizing:** The Robert Koch Institute recommends good hand hygiene. Please use the sanitizers that are provided at the entrance to the buildings. The following lecture halls also have hand sanitizer dispensers directly at the hall entrance:
 - GW1-HS Lecture Hall
 - NW1-H1 Lecture Hall
 - Lecture Hall Grazer Straße 2a H0100
 - HS Lecture Hall (Keksdose)
- **Social distancing regulations:** Please adhere to the social distancing regulations at all times. This also applies when entering and leaving the exam rooms, when waiting in front of the exam room, and in the exam room itself.
- Adequate (and, if possible, continuous) **ventilation** will be ensured.
- Suitable **records** must be kept to establish who has taken part in an examination. These records will be kept for at least two weeks in order to trace chains of infection.

Persons who are subject to an isolation order¹ may not take part in the exam. Persons with acute respiratory or flu symptoms are not allowed to take part in the examination.

Students who belong to a risk group according to the criteria of the Robert Koch Institute are particularly required to observe the hygiene regulations for their own protection. The student's personal mouth-nose coverage or face mask may still be worn after the identity checks.

What Do Students Need to Know?

- **Exam registration:** You must register via PABO in due time for the exam. Students who cannot register via PABO must contact their module convenor or lecturer well in advance. There will be **no** late registration at the beginning of the examination.
- **Hand sanitizing:** Sanitize your hands as soon as you enter the university building. In exceptional cases, you will find a hand sanitizer dispenser right outside the lecture hall.
- **Obligation to wear face masks:** In order to be admitted to the exam room, you will need your own orinasal mask. Please use it also when leaving the classroom. During the examination, the space between the taken seats ensures that the distancing regulations are adhered to and you can take off your mask.
- **Entering the exam rooms:** The entrance to the classroom is 15 minutes before the exam. Please also keep the required distance of at least 1.5 m in the waiting area, hallways, and elevators. As the doors will be closed after admission and you will not be able to enter the exam room anymore, it is important that you will arrive on time for your examination.
- **Taking your seat:** Allow sufficient time for those in front of you to take their seats and keep to the social distancing regulations.
- **Color code:** The supervisors will assign you designated seats in the large, fixed-seating exam rooms according to a color code. If a color code applies to your examination, it is essential that you only use the seats that correspond to the color code. This will ensure that all students in the large lecture halls, which take longer to clean, actually have a clean workplace.
- **Coats/bags/mobile phones:** Please take as few items as possible with you to the exam room. In order to avoid any unnecessary walking around the room (if you need to do so, please observe the distancing regulations), only place the resources approved for the examination on your designated desk. You may hang all other objects (coats, bags, mobile phones, etc.) over your own chair or place them under your desk.
In the lecture halls with fixed seating, the desks and chairs to your right and left **are not** available for you to place items.
- **Exam:** Pay attention to the instructions of your supervisor as you would in any exam. If you have a question during the exam, let them know.
- **Leaving the exam room:** Pack up all the items you have brought with you and be careful not to take any exam materials with you. Allow sufficient time for the students in front of you to leave their seats and adhere to the distancing regulations at all times.

¹ e.g. because of COVID-19 disease, because of a potential COVID-19 disease as being a 1st degree contact person, because of return from abroad in certain cases (see FAQs Corona Update of the University of Bremen, <https://www.uni-bremen.de/en/information-on-the-corona-pandemic>)

- **Leaving the university buildings:** Please leave the university buildings immediately after the end of the examination.

What Do Exam Supervisors Need to Know?

- **Read the regulations for students:** Carefully read the regulations that apply to the students. You are the person responsible for their compliance.
- **Social distancing regulations:** Strictly enforce the adherence to social distancing regulations (>1.5m). Ask the students to support you in this (e.g. putting their ID cards on the desk next to them).
- **Hand sanitizing:** Sanitize your hands as soon as you enter the university building. The following lecture halls have hand sanitizer dispensers directly in front of the entrance to the hall:
 - GW1-HS Lecture Hall
 - NW1-H1 Lecture Hall
 - Lecture Hall Grazer Straße 2a H0100
 - HS Lecture Hall (Keksdose)
- **Timely arrival in the examination room:** The run-up time for the examinations has been extended, because the admission of students will take longer than before. In order to discuss the procedures resulting from the regulations, you must **be in the exam room 30 minutes before the examination**. Students will be called into the exam room 15 minutes before the examination.
- **Obligation to wear face masks:** In order to be admitted to the exam room, you will need your own orinasal mask. Please use it also when leaving the exam room. Without this mask it is prohibited to enter the exam room.
- **Always ensure that the color code is adhered to when allocating seats:** This is the only way to ensure that every student receives a properly cleaned workplace in the large exam rooms.
- **More time between exams:** Due to the increased hygiene standards and the time required for ventilating the rooms, the intervals between the individual exam sessions have been extended to 60 minutes.
- **Room ventilation:** Please ensure sufficient, continuous ventilation (also during the examination= 10 minutes of airing every 20 minutes) and airing the room after the last student has left. In the case of air conditioning, the overall capacity and the proportion of outside air has been increased.
- Please make sure that suitable **records** are kept to establish who has taken part in an examination. These records will need to be kept for at least two weeks in order to trace chains of infection.