

Guidelines for holding examinations on site (written examinations)
(Last revised: 08/01/2021)

The following minimum standards must be observed when holding written examinations on site:

- Written examinations can only take place in rooms that provide sufficient space for the expected number of participants whilst observing the social distancing regulations required as a result of the coronavirus crisis.
- The rooms may only be used by the number of participants indicated when the room was reserved and the participants may only use the seats that have been provided or the correspondingly marked seats (if seating is fixed).
- The following shall not be granted permission to take part in written examinations:
 - Persons who are subject to compulsory quarantine in accordance with *SARS-CoV2-Quarantäneverordnung MV*¹ (SARS-CoV2 Quarantine Regulations) or an order from the *Gesundheitsamt* (Public Health Office) for the relevant length of time;
 - Persons with acute respiratory illnesses if they are unable to produce a doctor's certificate that confirms that they are not ill with COVID-19. This information must be indicated on a notice at the entrance to the room in which the examination is being held;
 - Persons who have had close contact² to a person who has tested positive for COVID-19 for a period of 14 days following the day on which they had contact, or for the duration of the quarantine period that was ordered by a Public Health Office.
 - Persons who have been ordered to take a test for COVID-19 in the period between receiving the order and until self-isolation at home has been lifted by the Public Health Office.

By taking part in the written examination, all persons who are present confirm that the possible grounds of exclusion do not apply.

- Persons must wear a face covering as soon as they set foot inside the building in which the examination is being held until they have left the building. The face covering can be removed after the person has taken a seat. Persons who are unable to wear a face covering due to medical reasons, must prove this by presenting a doctor's certificate (*qualifiziertes ärztliches Attest*) to the invigilator. Otherwise, it will not be possible to take part in the examination.
- When entering and leaving the room in which the examination is being held, persons must maintain a minimum distance of 1.5 m to other persons. Persons who are not allowed to wear a face covering must observe a minimum distance of 2 m to other persons. The chair that is responsible for holding the written examination is responsible for making sure that no gatherings occur in which the minimum distance regulations are not observed before entry is granted to the examination room.

¹ cf. SARS-CoV2-Quarantäneverordnung MV of 9 April 2020 in the version as amended from time to time

²this refers to contact persons belonging to category I, e.g. who have had at least 15 minutes of face-to-face contact (also including accumulative contact of this length) during a conversation or who have been with an infectious person for more than 30 minutes in a room that was insufficiently aired.

- All of the persons present (invigilators, examination participants) must be registered on a list that must include the following minimum requirements: First name(s) and surnames, full addresses and telephone numbers of all persons present, as well as the date, time and name/number of the examination room. This list must be stored for a duration of four weeks after the end of the course and it must be handed over in full to the competent health authorities on request. The list must be filled in and stored in such a manner that the personal data, in particular those belonging to other participants, cannot be accessed by third parties. If it has not been requested by the health authorities, the attendance list must be destroyed immediately after the storage period has come to an end. If possible, the details are to be collected using the available electronic card-reading devices.
- Seats must be taken immediately after entering the room in which the examination is being held.
- At the beginning of the examination, the invigilator must
 - brief the participants on the valid hygiene regulations, in particular with regard to the social distancing regulations and the obligation to wear a face covering when leaving the examination room;
 - point out to the students that they must immediately inform the invigilator and the University's Coronavirus Crisis Team (corona@uni-greifswald.de) if they have tested positive for the coronavirus.
- After the examination, participants must leave the room in which the examination is being held according to the instructions given by the invigilator and whilst observing the social-distancing regulations. The row nearest the exit will start.
- If the room in which the examination is being held does not have an automatic ventilation system, it must be aired thoroughly prior to and after the examination. The invigilator must also make sure the room is aired regularly during the written examination. If the examination room is fully occupied, it must be aired every 30 minutes.
- The examination participants must be informed about these regulations for the first time in due time prior to the examination. The invigilator is entitled to expel participants who violate the social-distancing regulations and protective measures.
- The participants must leave the building immediately after the end of the examination whilst observing the social distancing regulations.
- The invigilator must disinfect any microphones that s/he used with a disinfectant wipe prior to leaving the room.
- If the invigilator receives notification that one of the participants has fallen ill with COVID-19, s/he must inform the University's Coronavirus Crisis Team (corona@uni-greifswald.de) immediately.

The aforementioned regulations apply in analogue form to oral examinations.