

Hygiene and Protective Measures for Examinations at the University of Greifswald in Summer Semester 2020

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The following regulations apply for both the postponed examinations and the examinations being made up for winter semester 2019/20, as well as for all regular examinations in summer semester 2020 until further notice. We would like to point out that the decree issued by the Ministry of Education on 17/04/2020 stipulates that, if at all possible, examinations should be held in digital formats, but that examinations can also be held with the physical presence of the students, if the existing regulations regarding the avoidance of contact are observed. These regulations are explained below. They supplement the usual processes and responsibilities (e.g. registration, notification, allocation of examination rooms and times).

All of the persons present during the examination (examiners, minute takers, invigilators, students) are obliged to read and take note of the following information prior to the examination. The information is updated regularly. It is available, for example, on the Central Examination Office's webpages. Examiners or invigilators are entitled to send those persons who do not comply with these rules out of the examination room.

- For situations in which it is obligatory to **cover nose and mouth**, it is also possible to wear scarfs, shawls etc. The persons taking the examination are responsible for being able to cover their noses and mouths. The University will not provide face masks of any kind. You will not be granted permission to enter the examination room if you are unable to adequately cover your own nose and mouth! Persons who are unable to cover their noses and mouths due to a medical or psychological impairment or a disability, and are able to prove this with a doctor's certificate, must not cover their noses and mouths.
- The chair which is holding the examination must register the students taking the examination on an **attendance list** that must contain the following minimum details: First name(s) and surname, full address and telephone number. The chair must store this list for a duration of four weeks after the end of the examination and must hand it over in full to the competent health authorities on request. 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.
- In order to avoid the risk of infecting others with the coronavirus, the following persons may **not take part in examinations**:
 - Persons with signs of respiratory illness (e.g. cough, runny nose, difficulty breathing etc.) that have not been clarified¹ by a doctor, and or high temperature
 - Persons who have tested positive for the coronavirus in the last 14 days
 - Persons who are aware that they have been in direct contact with a person who has tested positive for the coronavirus in the last 14 days prior to the examination.

¹ If demanded by the examination invigilators, students must prove the harmlessness of corresponding symptoms by producing a doctor's certificate

A. Written Examinations with the Physical Presence of the Students

The following rules apply to written examinations, which require the physical presence of the students:

1. General Hygiene Regulations:

- a) Prior to and after the examination, students and members of staff are obliged to cover their noses and mouths when inside the university building.
- b) The examination invigilators must make sure that the examination room is aired sufficiently prior to every examination (at least 15 minutes). Rooms without external windows shall be ventilated automatically.
- c) There must be a period of at least 60 minutes between two examinations in the same examination room.

2. Examination Rooms

- a) Written examinations shall only be held in rooms that can provide at least 1.5 m distance between persons.
- b) The students shall leave themselves sufficient time for entering the building so that only one person at a time enters through the door and at least 1.5 m distance remains between the persons entering. Persons who are not allowed to cover their noses and mouths must keep a distance of 2 m to others until they have taken their seats.
- c) The invigilators check the identity of the students before they enter the examination room and confirm the attendance list with their signatures. Persons must uncover their noses and mouths when being identified. Persons must continue to observe the minimum distance whilst waiting.
- d) After they have been identified, students must go to their allocated desk immediately. The students may uncover their noses and mouths after taking their seats.
- e) Students may only decide to fully leave the examination room prior to the end of the regular length of examination if they are able to do so without affecting other examination participants (e.g. in rooms with desks that can be moved). After the end of the regular length of examination, students must leave the room according to the instructions issued by the invigilators and whilst observing the minimum distance to others; the row nearest the exit will start.
- f) If an invigilator uses a microphone during the examination, s/he must disinfect it after the examination, using the disinfection wipes provided.
- g) After finishing the examination and leaving the examination room, it is not permitted to remain in the university building.

3. Examination Papers and Invigilation

- a) Members of teaching staff with underlying diseases should not be used as examination invigilators in summer semester 2020. Persons above the age of 60 can invigilate if they have volunteered.
- b) The examination papers must be laid out on the desks in sealed envelopes before granting participants access to the examination room.
- c) After the end of the examination, the students must place their examination papers

and scripts on the tables that have been prepared for this purpose. The examination papers and scripts will be kept in a sealed plastic bag for three days before marking can start.

B. Oral Examinations

The following regulations apply to oral examinations until further notice:

1. General Hygiene Regulations:

- a) Students and members of staff must cover their noses and mouths prior to and after the oral examination. The students must uncover their nose and mouth only for a short instant for identification purposes.
- b) The examination room must be aired thoroughly for at least 10 minutes prior to every oral examination. Rooms without external windows shall be ventilated automatically.
- c) There must be a period of at least 30 minutes between two examinations in the same room.

2. Examination Rooms

- a) Oral examinations shall only take place in rooms that provide sufficient space between the student, examiners and minute takers. There must be enough space that a distance of at least two metres can be kept between all persons.
- d) Students, examiners, and minute takers shall leave themselves sufficient time for entering the premises and building so that only one person at a time enters through a door and at least 1.5 m distance remains between the persons entering. Persons who are not allowed to cover their noses and mouths must observe a minimum distance of 2 m to others at all times.
- b) All of the persons involved in the examination shall immediately go to the place that has been allocated to them. The students may uncover their noses and mouths after taking their seats.
- c) After the examination, all of the persons involved in the examination shall leave the room, observing sufficient distance between one another. Students must leave the university building immediately.
- d) The previous regulations also apply to oral examinations being held as video conferences, which are being held in rooms at the University, if more than one person is in a room at one time.