

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

Last revised: 30 April 2020

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 with regard to avoiding 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).

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 nose and mouths adequately. 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.

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. The students must uncover their nose and mouth only for a short instant for identification purposes.
 - b) Persons with signs of respiratory illness and/or high temperatures may not take part in the examinations.
 - c) The examination invigilators must make sure that the examination room is aired sufficiently prior to every examination (at least 15 minutes).
 - d) 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.
 - c) The invigilators check the identity of the students before they enter the examination room. It must also be made sure that appropriate distance is kept between those waiting.

- d) After they have been identified, students must go to their allocated desk immediately.
- e) If the rooms have fixed seating (benches), all of the students must wait until the end of the examination. Then students must leave the room according to the instructions given by the invigilators and keeping at an appropriate distance from one another. The row nearest the exit will start. In rooms with desks that can be moved (e.g. Lecture Hall Loefflerstraße 70), every participant is free to finish the examination at their own accord and leave the examination room prior to the end of the examination.
- f) 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) All of the invigilators will receive instructions with regard to hygiene prior to the examination.
- c) The examination papers must be laid out on the desks in sealed envelopes before granting participants access to the examination room.
- d) 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.
- e) The participants' attendance is confirmed on the list of students with the signature of the invigilator who checked the identity of the students.

4. Notification of Students

The examination participants must be informed about the examination procedures and the hygiene guidelines that they must comply with prior to the examination day.

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, during and after the oral examination. The students must uncover their nose and mouth only for a short instant for identification purposes.
- b) Persons with signs of respiratory illness and/or high temperatures may not take part in the examinations.
- c) The examination room must be aired thoroughly for at least 10 minutes prior to every oral examination.
- d) 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.
- b) 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.
- c) All of the persons involved in the examination shall immediately go to the place that has been allocated to them.
- d) After the examination, all of the persons involved in the examination shall leave the room, keeping at sufficient distance from one another. Students must leave the university building immediately.
- e) The previous regulations also apply to oral examinations being held as video conferences in rooms at the University if more than one person is in a room at one time.