

Checklist for conducting exams where attendance is required

(English translation provided for informational purposes. If the English and German versions allow different interpretations, the German version should be followed).

1. In the run-up to an examination, the students should be fully informed about the necessary measures in terms of behaviour and procedures. This expressly includes the measures for ensuring orderly entry into the examination room and checking the attendance register in order that the safe distance between people is maintained.
2. No one with symptoms of a cold may take part in an examination. In order to improve compliance, the students should be offered prompt alternative dates or services.
3. Students must ensure adequate hand hygiene before and after the examination. If there is not sufficient capacity to wash hands in the building, consideration should be given to the use of hand-sanitiser by the student.

[Regarding the E-Examination Room in the Blauer Turm: dispensers for hand-sanitisers are located at the entrance and exits of the E-Examination Room. Near all the rooms used for the E-examinations, there are toilets with two washbasins, where individual students can wash their hands while keeping a safe distance].

4. In general, the protective effect of a face mask (Mund-Nasen-Bedeckung or MNB) increases the more consistently it is worn by everyone. Wearing a face mask is required in those areas and phases of the test in which the required safety distance may not be maintained, eg in the building or staircase on the way to the test or when entering the test room. At the workplaces and during the test, the face mask can be taken off so that drinking from, for instance, reclosable bottles brought by the attendees is possible.
5. Distancing is the most important factor for protection. The minimum safety distance is 1.5m. The larger the distance, the better the protective effect will be. According to the space in the room, entering and leaving the examination room, the allocation of the examination places and the attendance register must be organised in such a way that distancing is maintained or - if this cannot be maintained throughout – a face mask is worn by all those involved.

[Regarding the E-Examination Room in the Blauer Turm: the distance between two workplaces is at least 2m, which means that the protective effect is maintained during the conduct of an examination. In addition, cardboard protective walls are erected at all workplaces used.]

6. Adapted room plans are available for the rooms. The examination places are marked accordingly. *[Regarding the E-Examination Room in the Blauer Turm: in the waiting areas in front of the rooms, markings are placed at intervals of 2.5m where students line up. The markings will be numbered in the same way as the examination places (see point 1), so that the examinees can line up in the correct order in advance. Admission will be in this order and leaving the room will be in reverse order. On admission, students pass a photo station with their student ID, where a photograph of the face and ID of each person to be examined is taken for identification purposes. The photos are transferred to the administration computer of the person responsible for examinations so that they can be used to document attendance. As soon as this documentation is completed, the recordings are deleted. In order to avoid unnecessary meetings and journeys, students are allowed to leave personal belongings that are not needed for the processing of the examination (eg jackets and bags) on the floor next to their workstation.]*

A Chat component will be integrated into the exam system for queries in case of problems. This allows the examiners to be contacted for questions regarding content and the room support to be contacted about technical problems. Remote access to the computers can be used to provide assistance. If this is not possible, the examinee has to leave the room and go to a waiting zone while the problem is sorted out on the computer].

7. It is acceptable to fall below the minimum distance of 1.5m for a short period of time when passing another person, provided that those involved are wearing face masks. When passing behind someone, only the passing person must wear a face mask. This situation occurs mainly when a person has to pass behind others on the way to the toilet from an inconveniently located position: *[Regarding the E-Examination Room in the Blauer Turm: face masks must be worn if identification has to be carried out by the persons responsible for the examination at the place of examination or if a technical problem can only be solved at the place of examination. With an assumed capacity of 50 seats in the E-examination room, there are individual paths where the distance is reduced to 1m for a short time, when someone must walk behind a person sitting at a workstation.]*
8. Contact surfaces such as table tops or keyboards are unlikely to be transmission paths for the virus. Their cleaning or disinfection before each test is not absolutely necessary. Cleaning can be carried out with standard cleaning agents. Each cleaning would reduce any risk.
9. The size of an examination room and the possibilities for its ventilation must be at an acceptable proportion to the number of persons in it. As a rule of thumb, the poorer the ventilation of the room, the greater the distance between persons should be. If this is possible, a short and thorough airing for a period of 10 to 15 minutes is sufficient. Ideally, ventilation should take place every hour or at the latest after the exam if it would otherwise disturb the exam procedure. Ventilation systems with a fresh air supply and extracted air are also acceptable. Circulation of the same air within the room is not suitable. In case of doubt, estates and facilities management (Gebäudemanagement) should be consulted to see if settings can be changed to improve the ventilation with fresh air. Exams lasting longer than 2 hours must include a 10-15 minute break for ventilation every 90 minutes. *[Regarding the E-Examination Room in the Blauer Turm: in the rooms used for the E-Examinations, the capacity is reduced to less than half the usual number of seats to provide sufficient fresh air. In almost all rooms, a short and thorough airing via windows and doors is possible. In addition, all rooms have ventilation systems that supply fresh air and extract used air. A 30-minute break for ventilation is scheduled between two exam sessions. Examinations lasting longer than 2 hours must include a 10-15 minute break for ventilation every 90 minutes].*
10. Since the likelihood of infection for relatives of those in the at-risk groups is the same as for everyone else, the measures focus on reducing this likelihood as much as possible for everyone. In addition, those affected can contact the people responsible for the examination (as early as possible) and ask for an alternative solution. People who personally request the special protection of those in the at-risk groups or for third parties should be accommodated within reasonable organisational limits (eg conducting an examination in rooms separate from the rest of the examination cohort; examination at off-peak times to avoid personal contact). In individual cases, supporting advice from the occupational health service is possible.
11. According to Corona regulation (Niedersächsische Corona-Verordnung) it is mandatory to record all contact data of the participants (name, matriculation number, e-mail, telephone number). Supervisors and candidates must also provide a telephone number, otherwise the regulation does not allow participation in the examination.

The original checklist (**Handreichung zur Durchführung von Präsenzprüfungen**) was prepared by the following working group of the University: Dennis Hobbiesiefken, Dirk Lanwert, Ulrich Löffler (coordination), Holger Markus, Michael Rümmer, Martin Wenderoth. Medical advice: Karin Reimers, UMG.

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