

(English translation provided for informational purposes. If the English and German versions allow different interpretations, the German version at www.uni-goettingen.de/de/document/download/f4780cb347c09eaf6f819b678cf64eab.pdf/AusnahmegenehmigungzuDurchfuehrungvonPruefungeninPraesenz_final.pdf should be followed).

Information about applying for an exemption in order to hold examinations in person :

During the "Red" level – according to the University's 3-level system – it is in general not allowed to conduct examinations in person. Should it nevertheless appear absolutely necessary to conduct an examination in person, approval as an exception must be applied for from the *Krisenstab* (crisis management team) via the mailbox cv-info@uni-goettingen.de in accordance with the procedure outlined below. The *Krisenstab* will carry out assessments on a case-by-case basis.

The application must be sent in good time by email to the *Krisenstab* at cv-info@uni-goettingen.de so that a reply can be given at least 14 days before the examination date (processing by the *Krisenstab* usually takes no longer than 3-4 working days). In addition to the applicant and the relevant faculty, the application must also state the subject, planned location and duration as well as the expected number of participants and submit a hygiene plan. In addition, the applicant and the responsible dean of studies must explain clearly and comprehensibly why the examination must take place in person, and in particular why converting to an online format would not be possible, and alternatively a postponement would lead to considerable disadvantages for the students. The justification needs to cover all these aspects in order for there to be an appropriate assessment, taking into account all circumstances. In particular, the requirements of the relevant culture of the discipline must be taken into account, as well as how far advanced the studies are (e.g. first semester or a later semester), which may justify such exceptional approval in isolated cases. Reasons that holding exams in person are unavoidable include in particular:

- a) If the objectives of the qualification are not achievable in a digital examination format, even by changing the question or making similar adjustments.
- b) Avoidance of unequal treatment during the pandemic.
- c) If technical or experimental equipment is absolutely necessary for the examination and a postponement would be associated with considerable disadvantages for the examinees.
- d) If there are special requirements (such as the need to draw/write down a curve or complex formulas or graphics in a written exam/examination) and these are not feasible digitally or are no longer comprehensible and/or reasonable for the examiner in digitised form.

The need to prevent cheating is not a compelling argument for a face-to-face examination. Rather, formats are recommended (such as "Open-Book" or "Kofferklausuren") that are suitable for online examinations. Consultation between faculties is also recommended. In addition, the Student and Academic Services Department and the *Hochschuldidaktik* (Section for Teaching and Learning in Higher Education) are available to answer questions.

Attendance by individual students with inadequate digital infrastructure.

Ideally, the University will provide support in the form of premises with suitable equipment to students who do not have a suitable infrastructure privately for participating in virtual examinations. Please differentiate between the following three scenarios:

1. If there is only one student who has reported to the appropriate lecturer that he/she has infrastructure difficulties at home (hardware, internet connection...), the lecturer responsible for the examination can provide a suitable room within the faculty at his/her own responsibility and organises the supervision him/herself.
2. If there are 2-3 students who need a digital workstation, the respective dean of studies must select a suitable room and organise the implementation with an appropriate hygiene plan.
3. If digital workstations are required for more than 3 students, a special permit for the use of a Cip room or similar is to be applied for from the *Krisenstab*, as this is to be treated comparably to an examination held in person.