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).

Most important points

Whether an examination can take place in person is determined by the current warning level according to the University's Covid-19 3-level system (https://www.uni-goettingen.de/en/631891.html)

1. Inform students in advance.
2. Faculties have the option to establish specific procedures.
3. Under no circumstances, turn up to the exam when sick.
4. The 3G rule applies.
5. Lecture halls and seminar rooms can be only be occupied up to 50% capacity.
6. Before an examination, wash or disinfect your hands.
7. Wear a medical (OP) face mask.
8. Do not worry about contact with surfaces.
9. Ventilate rooms well.
10. Anyone who belongs to an at-risk group should contact the examiners in advance to find alternatives.
11. Students: enter your contact details (telephone number) in eCampus.
12. Examiners: record exam participants in DarfichRein or on the FlexNow list of participants.
13. Procedure for checking identity

14. Recommendation: make use of the option to get tested for free for SARS-CoV-2 regularly for infection as part of the Campus Covid Screen (CCS) project.

1. Students should receive comprehensive information in good time in the run-up to an examination (as a rule, 14 days in advance) about the measures and procedures. This expressly includes the measures to ensure orderly admission to the examination room, checking admission and the recording of contact details, as well as information on the need to arrive in good time before the start of the examination. The details must be provided of the person who should be contacted regarding special protection because candidates, or their contacts, belong to an at-risk group (see also under 10.)

2. The Deans of Studies of the faculties can define more specific procedures for their own examinations in order to design and implement the following rules. These should be communicated to the faculty’s teachers and students in good time before the respective examination phase.

3. No one with symptoms of a cold (without a clear diagnosis) may take part in an examination. In order to improve compliance, the students should be offered alternative dates or (as far as allowed and feasible) an alternative option.

4. The 3G rule applies. At the building entrance or before entering the lecture theatre, attendees at the exam must present either a valid certificate showing that they are fully vaccinated or that they have
recovered from an earlier coronavirus infection or the negative result from one of the following tests:

- Campus Covid Screen (CCS) Test (maximum 48 hours old. For exams taking place in person on a Monday, the results of a test taken as part of the CCS on the previous Friday will also be valid as an exception): [https://www.uni-goettingen.de/en/631931.html](https://www.uni-goettingen.de/en/631931.html)
- Rapid antigen test (maximum 24 hours old)
- PCR test (maximum 48 hours old).

The results from self-testing kits will not be recognised. For the testing options, please see point 14.

5. Lecture halls and seminar rooms may only be occupied to a maximum of 50% of their capacity. The examination places should be allocated within this limit by those supervising the examination.

6. Students must ensure sufficient hand hygiene before and after the examination.

7. In general, the protection provided by face masks improves, the more consistently they are worn by everyone. In principle, there is a requirement to wear a face mask (Mund-Nasen-Bedeckung, MNB) in all buildings of the University, including in the staircase on the way to the examination, when entering the examination room and going to the seat to take the examination. Depending on the current warning level of the University and the space, wearing a face mask is also required during the examination: currently, it applies at all levels of the University’s 3-level system as a general principle and irrespective of whether the minimum distance is observed. Even if this were not the case, wearing a face mask during an examination would be strongly recommended.

8. Contact surfaces, such as table tops or keyboards, are unlikely to be a transmission route. Cleaning or disinfecting them before each test is not mandatory. Cleaning can be done with standard cleaning agents. Any cleaning will reduce any residual risk.

9. Good ventilation of the examination room is an important additional protective factor.
   a. It is recommended to preferably use examination rooms with ventilation systems that supply fresh air and remove used air. In case of doubt, Estates and Building Management (GM) should be consulted as to whether a room is equipped in this way.
   b. Information about room ventilation requirements can be found in the guidelines for ventilation of spaces at the University: [https://www.uni-goettingen.de/de/document/download/1a2115f434bf40c76bba2e930fa1e66-en.pdf/211_20201103_Handreichung_Rauml%C3%BCftung_vs01_EN.pdf](https://www.uni-goettingen.de/de/document/download/1a2115f434bf40c76bba2e930fa1e66-en.pdf/211_20201103_Handreichung_Rauml%C3%BCftung_vs01_EN.pdf)

   [Regarding the E-Examination Room in the Blauer Turm: all rooms used for E-Examinations have ventilation systems that supply fresh air and remove used air. A 30-minute break for ventilation is scheduled between two exam sessions for additional airing.]

10. Since the likelihood of infection for those who belong to 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, anyone affected can contact the people responsible for the examination (as early as possible, and at the latest when registering for the exam) and ask for an alternative solution. Reasonable adjustment must be made for people who request special protection for at-risk groups, whether for themselves or due to their contacts (eg conducting an examination in rooms separate from the rest of the examination cohort; examination at off-peak times to avoid contact with people). In individual cases, getting supporting advice from the occupational health service is an option.
11. Students are asked to enter their current contact details (in particular their phone number) in eCampus (for instructions see https://wiki.student.uni-goettingen.de/ecampus/stu_studienservice_telefon).

12. According to the coronavirus regulations, participation in events, including examinations, with more than 25 people can only be permitted if contact details are provided. Registration has to be made for each room. Registration for individual examination places is no longer necessary. There are two options:
   a. All examination participants use the option to check in with their contact details via DarfichRein, in the same way that they check in for events.
   b. The examiners print out a participant list with 'Contact details' via FlexNow. This list indicates whether a telephone number has been entered in eCampus. The contact details themselves (with the exception of email addresses) are not passed onto examiners. As an exception, there is the option to add telephone numbers marked as missing in the course of checking in.

13. Congregating in front of examination rooms is to be avoided as far as possible, both before and after the examination. It is important that students take responsibility for this as well as others.

[Regarding the E-examination room in the Blauer Turm: waiting areas are marked in front of the rooms where students queue up. The attendance check is carried out before the examination while entering. The students for the exam go to special stations for this purpose. These stations are marked and ensure protection against infection by (Plexi) glass panes. In order to avoid bumping into each other unnecessarily and walking along the same routes, students are allowed to place personal items that are not needed for the examination (eg jackets and bags) on the floor next to their workstation.

14. Students and examiners are advised to take advantage of the opportunity for regular, voluntary testing for infection with SARS-CoV-2 as part of the Campus Covid Screen project (detailed information on the CCS project can be found at https://www.uni-goettingen.de/en/631931.html).