



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

CHECKLIST FOR CONDUCTING EXAMS WHERE ATTENDANCE IS REQUIRED

IMPORTANT HIGHLIGHTS

Whether an examination can take place in person is determined by the current level of risk as shown by the University's Covid-19 colour-coded, 3-level system (<https://www.uni-goettingen.de/en/625308.html>).

1. Under no circumstances, attend an examination when sick.
2. Maintain distance – at least 1.5m.
3. Before an exam, wash or disinfect hands.
4. Wear a medical face mask
5. Students: enter your contact details (phone number!) in eCampus.
6. Examiners: record seat numbers in the FlexNow participants list.
7. Members of at-risk groups: contact the examiner for alternatives.
8. Recommendation: take advantage of the opportunity to get regular, voluntary tests for SARS-CoV-2 infection as part of the Campus Covid Screen project.

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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 those taking the exam.

[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, as well as at the entrances to the PC-pools of the Economic and Social Science Data Centre. 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. The current requirement is to wear a medical mask (OP mask, FFP2 mask) during the examination. In general, the protection provided by face masks increases, 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. Wearing a face mask is therefore required at all stages of the examination process, including in the building or staircase on the way to the examination or when entering the examination room. At workstations and during the test, the face mask can be taken off for a short time for eating or drinking.

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 medical 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 examinations places are marked accordingly with consecutive numbers (1, 2, 3, ...). Students are to take their places according to these numbers immediately after the identity check. This is to avoid crowding in front of the examination rooms. In order to ensure that contact tracing is possible if there is a suspected case, the seat numbers are recorded in the FlexNow list of participants list (see point 12).

[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 register is filled in before the exam during admittance to the exam. The examinees go to special, designated stations which ensure protection against infection through (plexi) glass panes. In order to avoid unnecessary interaction and trip hazards, 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.]

By special request, a chat component in the exam system can be made available for queries and (technical) 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 affected person has to leave the room and go to a waiting zone while the problem is sorted out on their 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 medical masks.

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 means of ventilation must be at an acceptable proportion to the number of people in it. As a rule of thumb, the poorer the ventilation of the room, the greater the distance between people should be.

It is recommended to use rooms preferably with technical ventilation systems with fresh air supply and air extraction systems for examinations. In case of doubt, the Estates and Facilities Management (GM) should be consulted as to whether a room is appropriately equipped. Information about the requirements for the ventilation of the room can be found in the guidelines about the ventilation of rooms at the University: https://www.uni-goettingen.de/de/document/download/1a2115f434bf40c76bbab2e930fa1e66-en.pdf/211_20201103_Handreichung_Rauml%C3%BCftung_vs01_EN.pdf

[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. 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 for additional airing.]

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. Students are to enter their current contact details (specifically, phone number) in eCampus (for instructions see https://wiki.student.uni-goettingen.de/ecampus/stu_studienservice_telefon). According to the Niedersachsen Coronavirus Regulations, students are not permitted to take part in the examination without providing this contact information.
12. Examiners are to print out a list of participants "contact details" from FlexNow. This list indicates whether a telephone number has been entered in eCampus. The contact data itself will not be passed on to examiners (with the exception of email addresses). Telephone numbers marked as missing may be added to the list on an exceptional basis at the time of admission as part of the documentation of the seat number.



13. 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 at <https://www.uni-goettingen.de/en/631931.html>).
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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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Version: 2.0: 14.05.2020 Adapted to Niedersachsen Coronavirus Regulations (pt.11)

Version: 2.1: 03.06.2020 Procedures for admission to a written examination (pt. 6) and for contact data collection (Pkt. 11)

Version 2.2: minor adjustments and updates

Version 2.3: Additional reference to the colour-coded, 3-level system and update to point 4.

Version 2.4: Addition of the option to test and the note on the ventilation strategy and the wearing of a medical mask