

Instructions

**Conducting written examinations / written tests
in the summer semester 2020**

University of Applied Science, Kaiserslautern

Examination procedure for students

06.05.2020

1. Students are asked about their state of health when entering the examination building. Students showing symptoms typical of colds and/or Coronavirus disease are not permitted to come to the university and take part in examinations under any circumstances. Entering the campus, the university buildings and participating in examinations is prohibited in these cases.
2. Please follow the instructions of the supervisors, possibly the security or other university employees at all times. If you do not follow their instructions, you will be excluded from the examination. In order to avoid health risks and maintain security, all the above-mentioned persons presently exercise complete authority on the premises and in all buildings of the University of Applied Science, Kaiserslautern in the name of the President.
3. If possible, please come to the campus without using public transport. Do not carpool and please bring only what is absolutely necessary for the exam.
4. Please park close to the respective examination building. Please approach the examination building as separately as possible to avoid physical contact with other persons. Minimum distances of at least 1.5 m, (better 2 m) to other persons must be observed. For your own safety, it is recommended you also wear mouth/nose protection on the way.
5. Please enter and leave the respective examination building according to the signs in place.
6. Communication before the examination, i.e. in front of the examination building and in the examination room, with fellow students, supervisors and other persons is only permitted at a minimum distance of at least 1.5 m, preferably 2 m, and wearing mouth/nose protection.
7. When waiting in front of the examination building, please keep a safe distance of at least 1.5 m, preferably 2 m, and wear mouth/nose protection. The first check will take place when entering the respective examination building: You must identify yourself with a photo ID (identity card or student ID) and answer the health question truthfully. Please show your identity card, from the required safety distance, to the admission official, who will document your entry on a list. If there is any doubt, you will briefly have to remove your mouth/nose protection for identification purposes. Access to the building is only possible after permission has been granted by the admission official. The examination building may only be entered wearing mouth/nose protection which must be worn until you are suitably seated in the examination room.
8. When entering the examination building, you must disinfect your hands at the disinfection dispensers provided. Please maintain a safety distance of at least 1.5 m, preferably 2 m, in the building on a regular basis.
9. Inside the examination building, go directly and immediately to your examination room and report there to the supervisor. Here, too, please ensure a safety distance of at least 1.5 m, preferably 2 m, from other persons and wear mouth/nose protection. You will receive instructions from the supervisor as to where you should sit. When sitting an examination, on your table you will find a number which you are to write clearly on the front of your exam sheet. After registration, please go directly to your designated seat. Contrary to the usual examination rules, you must take everything, i.e. your bag, rucksack, jacket, etc., with

you to your designated seat and it all stays with you. If you want to leave your seat again, you will have to put your mouth/nose protection back on.

10. The examination itself will be conducted in accordance with the rules and regulations applicable in your department or to your degree programme. If necessary, supervisors may inspect personal items and aids of candidates while observing appropriate hygiene regulations (gloves, disinfection, mouth/nose protection). These checks can be carried out without the consent of the examinees. If the examination candidate objects to these checks, the examination is considered to be terminated.
11. Questions to supervisors during the examination shall be limited to what is strictly necessary. Here too, a safety distance of at least 1.5 m, preferably 2 m, and the requirement for mouth/nose protection apply.
12. It is only permitted to make individual trips to the toilets; thus the toilets are only approved for individual use. Mouth/nose protection must be worn permanently while using the toilets. Trips to the toilet must be reported to the supervisors by showing your identity card (personal identity card or student card). If necessary, your mouth/nose protection may have to be removed briefly for identification purposes. The supervisors will note the exact time of the individual trip to the toilet (start, end). A supervisor in the corridor will inform the examinees of possibly occupied toilets and therefore the time they may have to wait. When going to the toilet, the relevant hygiene regulations and rules of distancing must be observed; in particular, hand disinfection using the dispensers in the toilets and corridors must be effected. At the end of their trip to the toilet, the candidates must return directly to their examination room and continue with their examination.
13. In order to avoid possible bottlenecks or congestion at the end of the time allocated for a written examination, the written examination papers may be handed in at any time. The officials who are supervising those going to the toilets must then ensure that there is no contact between those who may be in the toilet and those who have already handed in their exams.
14. When handing in your examination, your mouth/nose protection must be worn again. Candidates must keep a safe distance of at least 1.5 m, preferably 2 m, from other persons when at the supervisors' table and deposit their exams in the box provided. The examinees are to identify themselves using their identification card; the supervisors will document receipt of the exam. If necessary, the examinee may have to briefly remove his / her mouth/nose protection for identification purposes. Depending on the situation, the supervisors can also give instructions as to the order in which the exams are to be handed in, or if anyone should have to wait in their seat. These instructions must be followed.