

## General Guidelines for Examinations

Exams are primarily held in digital form. In case this is not possible, the following regulations must be observed in addition to the general hygiene and distancing regulations as laid out in the current version of the hygiene policy of the University of Mannheim.

### 1. Entering and leaving the building:

- a. The entrance doors to the building will be opened temporarily in order to allow access to the exam rooms. If necessary, students and exam supervisors will be sent directions illustrating the respective access route to the exam rooms prior to the exam. Students and supervisors may only enter the building via the entrance specified in the directions.
- b. The routes to be taken within the building are visibly marked with signs.
- c. Insofar as possible, signs will be put up to mark a separate entrance and exit to the building.

### 2. Moving within the building:

- a. Every person moving within the building is required to maintain a minimum distance of 1.5 meters to others. This applies in particular in staircases and hallways, when waiting to enter the exam room, between the exam seats, and when going to the washrooms.
- b. Washrooms may only be entered by one person at a time.
- c. Within the building, students and staff are required to wear non-surgical face masks. An exception is defined under 3.e.
- d. Persons displaying any symptoms indicative of the coronavirus (including light fever, cold-like symptoms, shortness of breath) have to leave the building until their symptoms have been checked and cleared by a doctor.

### 3. Seating arrangements:

- a. Each student is allocated a specific seat.
- b. Students are seated at least 2 meters apart.
- c. The seats are visibly marked.
- d. The exam rooms are opened sufficiently in advance to allow students to enter the room as soon as they arrive and to avoid gatherings of people in front of the rooms. Students are required to stay seated in their allocated seats while waiting for the exam to start.
- e. Once students have taken their seats, they may take off their face masks. An exception is defined under 4.c.

### 4. Exam procedure:

- a. Students must use their own work materials/implements (e.g. pens) during the exam.
- b. To enable supervising staff to check their ecUM, students must place the card visibly onto one of the unoccupied desks next to them.
- c. While the exam supervisors distribute and collect the exam papers, both they and the students are required to wear face masks.

d. If a second exam is scheduled to take place in the same room, it will not start until at least 60 minutes after the end of the first exam.

**5. Sanitization/Hygiene:**

- a. Hand disinfectant dispensers are provided at the entrance of the building or in front of the exam room.
- b. The exam rooms are sanitized prior to the day of the examination.
- c. Unless the exam rooms are equipped with a ventilation system, they must be aired by the supervising staff at frequent intervals (at least once every hour).
- d. Both exam supervisors and students are required to bring their own face masks. Should they forget to bring them, the University of Mannheim will supply appropriate face coverings.

**6. Instructions:**

- a. Students and exam supervisors will be instructed on the applicable hygiene and distancing regulations as well as their obligations (see 5.c) prior to the exam.
- b. The exam supervisors must inform the students of the regulations before the exam starts.
- c. Insofar as possible, the regulations will be visibly hung up or displayed on PowerPoint slides inside the exam rooms.

**7. Special cases:**

- a. In case an exam takes place in a computing lab, the computer screens, keyboards and mouses required will be sanitized prior to the exam.