

## Important Notes for in Person Exams

Status as of 18<sup>th</sup> January, 2022

### Information on the exam

Name of the exam	
Lecturer	
Date and time of the exam	
Building, room	

### Student data

Surname	
Given name	
Student ID no.	
HKA email address	

### Protective measures

#### INSTRUCTIONS

I confirm that I was informed in oral or written form how to conduct myself safely during exams in the room and the building. I confirm that I have understood the rules of conduct and that I will observe them.

#### OBLIGATION TO INFORM

Pursuant to the German act on the prevention and control of infectious diseases (Infektionsschutzgesetz, IfSG), both the suspicion of and the actual illness of COVID-19 must be reported to the Gesundheitsamt (public health department). This obligation to inform occurs only when a participant falls ill, or is suspected to be ill. The data is treated confidentially and is used exclusively for relevant purposes.

**Hereby I declare that I am the person who is recorded above as a student, and who sits the exam in person. I can prove my identity by means of my CampusCard or another document bearing a photograph and I have a valid test (as explained in the operating instructions, no self-test!), a convalescence or a vaccination certificate.**

**I received and read the safety instructions, and consent to them. I will observe the regulations.**

Karlsruhe,

\_\_\_\_\_

Date

\_\_\_\_\_

Student's signature

## TECHNICAL AND ORGANIZATION MEASURES TO CARRY OUT EXAMINATIONS

### KARLSRUHE UNIVERSITY OF APPLIED SCIENCES Directive regarding coronavirus SARS-CoV-2

Institutions concerned: campus and buildings of HKA

Workplace/activity: **special directive for the implementation of in-person examinations**

**STATUS: FROM 18<sup>th</sup> January, 2022**

Authorized (date, signature): 18/01/2022

#### AREA OF APPLICATION

##### In-person examinations

##### DIRECTIVE

- Access is prohibited for persons who are under suspicion of being infected with SARS-CoV-2 or who show typical symptoms, who returned from a risk area, or who had contact with a person infected with SARS-CoV-2. By entering, a person declares that these prohibitory reasons do not apply to him / her.
- **ACCESS to the EXAMINATION only with signed DECLARATION to participate in an in-person exam and with proof of 3G status, additionally with CampusCard or photo ID:**  
Students will receive in advance the "Erklärung der Studierenden (Declaration by the Student)" along with this directive. The declaration must be printed out, filled out and brought along to each individual examination. The signature is mandatory to be allowed to take part in the examinations. Do not use the QR code at the door.  
The Faculties inform the students and the exam supervisors in advance about the room in which the respective exam takes place; if required the examiners can allocate the students to different rooms.
- **The safety distance of at least 1.5 meters** to other persons (examinees to each other and to the examiners) must be maintained **throughout** by placing desks and chairs accordingly.
- **Examiners, supervisors and STUDENTS are REQUIRED to WEAR an FFP2 mask or a mask of an equivalent level of protection:**  
Exam staff will be issued FFP2-masks or masks of an equivalent level of protection by the University for each examination. Students shall bring their own FFP2-masks or a mask of an equivalent level of protection. Exams are to be as short as necessary to avoid undue stress. A break from wearing the mask may be allowed after two or three hours, depending on physical exertion.
- **Proof of vaccination, convalescence, or testing (rapid antigen test/citizen test) must be presented for in-person exam**
- **VENTILATION AT REGULAR INTERVALS:**  
During the exam, each exam room must be aired for five minutes every twenty minutes (cross-ventilating if possible), as well as before the exam begins and after the exam ends.
- Every person on campus must observe the hygiene and distance regulations according to the current Corona Ordinance of the federal state of Baden-Württemberg.
- Entering or leaving the exam room must take place under controlled conditions (one person at a time, keeping distance, using hand disinfectant). Floor markings and / or notices must be observed.
- After the exam is finished, students are required to stay seated. Students must leave the room one-by-one, starting with the examinees seated closest to the door, and under controlled conditions. The instructions of the exam supervisors must be observed.
- After the exam is finished, examinees must turn over their exam papers and leave them on the desk to be collected later by the exam supervisors. The declaration by the student remains centrally at the organization unit.
- Students are allowed to drink from their own bottle but they are not allowed to eat.
- The limited number of persons allowed to enter the washrooms at the same time must be complied with (for exact number, see notice by the Facility Management at the door).
- If examinees wish to disinfect their desk before the exam they can use appropriate material which will be provided.
- The supervisors are authorized to exclude persons who do not comply with the safety measures from the event.
- Exam supervisors belonging to the **risk group\*** can be exempt from supervising the exam.
- Students belonging to the **risk group\*** or who demonstrably cannot wear an FFP2 mask or a mask of an equivalent level of protection for medical reasons must immediately clarify the conduct of the examination with the examination board chairperson. The exam shall be organized in another way.



\*) Definition, information and support: Robert Koch Institut

([https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Steckbrief.html?jsessionid=80AF2D7722526F76FDEE96E8D83F0CD.internet071?nn=13490888#doc13776792bodyText15](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Steckbrief.html?jsessionid=80AF2D7722526F76FDEE96E8D83F0CD.internet071?nn=13490888#doc13776792bodyText15))

**In case of an emergency or a fire alarm the emergency steps and quick evacuation have priority**