

Information for students at TH Nürnberg about examinations with physical presence in summer semester 2020

1. General Information

Examinations with physical presence (in-person examinations) at the Technische Hochschule Nürnberg Georg Simon Ohm (THN) in summer semester 2020 may only be conducted under adherence to the Bavarian infection prevention ordinance (*Infektionsschutzmaßnahmenverordnung*) that is in effect on the day of the examination as well as further effective ordinances as applicable and in compliance with the defined examination framework of the THN (*Rahmenprüfungskonzept*). The rules of conduct based on the THN's examination framework should reduce the risk of infection with Covid-19 to a minimum. Nonetheless, this risk cannot be completely eliminated. Therefore, the participation in examinations is of a voluntary nature. According to the Terms of the Special Regulations to the APO in Summer Semester 2020 no disadvantage to your progress arises, if you delay sitting an examination one semester.

All people who exhibit clear symptoms typical of Covid-19 (e.g. cough, sore throat, fever, diarrhoea, reduced sense of taste or smell) are prohibited from entering the examination location.

All examination rooms are prepared so that a minimum physical distance of 1.5 m between individuals can be maintained. The rooms are cleaned using disinfectant and thoroughly ventilated before each examination. Windows and doors in rooms equipped with technical ventilation systems will be kept closed during examinations; in rooms with natural ventilation, windows and doors will remain open as far as possible.

Students are obligated to adhere to the following rules of conduct. The proctor may exclude individuals from the examination, if they do not adhere to the rules of conduct to prevent risk to other participants.

2. Before the examination

If you consider yourself a member of a risk group, please take additional measures for your own protection and obtain advice from a physician, if applicable (e.g. using a FFP-2 mask based on a physician's recommendation). If you do not wish to participate in an examination, in your own interest, please do not come to campus.

The format and length of the examination will be communicated by the instructor three weeks before the exam at the latest. **Normally, written examinations last 60 minutes**; exceptionally, they may last 90 minutes.

Written examinations are conducted on Monday-Saturday and will usually begin at 8.30 am, 11.30 am, 2.30 pm, or 5.30 pm. Deviations from this schedule will be communicated by your instructor.

If you require special accommodations (*Nachteilsausgleich*) for the exam, please remember that you must inform the main office of your Faculty in sufficient time for the accommodations to be considered and incorporated into the planning for the room and the schedule of the exam.

An 'Infection risk assessment self-declaration' form has been distributed (*Selbstauskunft zur Gefährdungsbeurteilung (SzG)*). You must print this form, complete it, and bring it to each examination, signed on the day of each examination, and include a mode of contact (telephone number). **Students who refuse to submit or cannot sign a SzG will be excluded from the examination. The SzG forms are subject to special data protection regulations and will be destroyed after 4 weeks.**

3. Arrival on campus

A minimum physical distance of 1.5 m should be maintained between individuals in all spaces on the campus of the THN, this includes hallways, staircases, elevators, sanitary facilities, and open areas. Forming groups is prohibited. **In addition, all individuals are required to wear a face mask that covers your mouth and nose; the face mask may be removed only after your identity has been verified and you have taken your seat. You must bring your own face mask to the exam.** Individuals not wearing face masks where required will be sent away from the university campus without exception.

Pathways are indicated in the buildings to reduce unnecessary encounters and to ensure adherence to the physical distancing rule. Areas that are marked as closed may not be entered. Elevators may only be used by people who have mobility impairments.

Please proceed directly to your examination room; unnecessary stops in the hallways are forbidden. Please determine in advance, where your examination room is located, so that you do not need to search for the room.

This semester you should **arrive at the examination room 30 minutes before the examination is scheduled to begin** (if you are entitled to special accommodations, you should arrive 40 minutes before exam begin) to ensure an ordered entry into the room and adequate time to verify identities before the examination begins.

4. Entering the examination room and taking your seats

As you arrive at the examination room, please enter as promptly as possible to avoid forming lines in the hallway. **All seats that may be occupied are marked and numbered.** If you have not been allotted a specific seat number before the examination (e.g. indicated on a notice on the wall), then the following process shall be followed: **The first person to enter the room proceeds to seat number 1** (the furthest from the entrance), the next person proceeds to seat number 2, and so on.

The examination papers will either be distributed in an envelope at the entrance or will be turned-over/covered at your seat or the proctor will distribute them as usual. Of course, you may open or turn over your examination only after the proctor has indicated you may do so.

The verification of identity or ID check (personal identification or OhmCard with a picture) will be carried out inside the examination room at your seat. **The infection risk assessment self-declaration (SzG) will be collected and reviewed by the proctor at this time. Your signature on this form along with the entry in the seating plan is the proof of your participation in the exam. You may remove your face mask, only after the identity verification is completed for all participants and the proctor permits it.**

If a person is not named in the list, they may only participate if

- a) a seat with the required minimum physical distance is available and
- b) the following written statement is submitted: "I understand that this examination will not be corrected, if my failure to register is due to reasons within my control."

This process ensures that the verification of identity and the distribution of the examination is mostly contactless.

5. During the examination

The general hygiene guidance must be followed (sneezing etiquette, etc.). If students fail to adhere to the general hygiene guidance and/or the rules of conduct described in this document and continue to do so despite the proctor's requests, they will be asked to leave the examination location. The examination or a part of it may then be declared partially or completely failed.

Students must use their own writing utensils, etc. Exchanging pens, calculators, or other materials is forbidden.

Please write your name and student ID number (on all pages) at the beginning of the examination and sign it.

No questions about the subject matter in the examination may be asked of the proctor or examiner, generally. Students can make their own assumptions, if necessary, to answer follow-up questions.

As the windows may be opened in the rooms that permit it, you may want to bring ear protection (noise cancelling headset) to reduce disruptive noises.

If you leave your seat during (e.g. WC) or after your exam, you must wear your face mask. In lecture halls with ascending, fixed seating the following must also be observed: If a student leaves their seat during the exam, they must either climb over the desk to get into the unoccupied row in front of or behind their own row or the students seated in their row must leave their seats upon request promptly, while wearing their face masks, for a short time and wait, while maintaining the minimum physical distance, until the student who must exit the row has left their seat. Passing near to others is prohibited.

Leaving the examination room by turning in your exam early is not permitted in the last 30 minutes of the examination period to minimize disruption in the room. Students must wait until the examination officially ends.

6. After the examination

Make sure that your name, student ID number, and signature is on your examination.

According to the instructions given by the proctor, either leave your examination papers on the desk in front of you (if they were distributed in an envelope, turn them in in the envelope) or turn the papers into a designate place (table, container, etc.) under the supervision of the proctor.

After the examination is over, you must put mask back on.

Only leave your seat after the examination is over upon the instruction of the proctor **in the order specified**, beginning with the seat closest to the exit (highest seat number), progressing in descending order, and while maintaining physical distance.

It is required that silence is maintained in the hallways and entrances of THN buildings where exams are being conducted for noise control during the examination times.

Please leave the building and the open areas of the TH Nürnberg promptly via the indicated paths. Linger or forming groups is not permitted.

7. Reviewing exams

After the exams are corrected, students may review their exams (*Einsicht*) under conditions as stipulated by the hygiene regulations on the date of the review. Your instructors will inform you of the procedure for each course.

Checklist: What do I need to bring to the examination?

Required:

- Face mask that covers your mouth and nose
- Ohm-Card or official identification; documentation related to accommodations (*Nachteilsausgleich*), if applicable
- “Selbstauskunft zur Gefährdungsbeurteilung” form
- Writing utensils

Optional:

- Permitted aids, e.g., calculator or formulas
- Ear protectors
- A drink

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