

January 22nd, 2021

Hygiene concept for examinations

In addition to the general hygiene and distance regulations of the hygiene concept of the Nürtingen-Geislingen University (HfWU) in its current version, the following regulations must be observed. These are intended to safeguard the conduct of examinations for all members of the university. If violations of the hygiene regulations are detected (e.g. also due to unauthorized gatherings in front of university buildings), individual examinations, but also entire examination weeks, may be suspended or cancelled. In case of individual non-observance of the hygiene rules, participation in the examination is excluded.

1. Entering and leaving the buildings:

- a. Persons who are or have been in contact with a person infected with the coronavirus, if 14 days have not yet passed since the last contact, or who show [typical symptoms](#) (such as fever, cough, etc.) of an infection with the coronavirus, may not enter the university buildings. By entering the university/participating in the examination, you also declare that the above-mentioned reasons for exclusion do not apply.
- b. A medical face mask without a valve (at least an OP mask, FFP2 mask recommended) must be worn as soon as you reach the examination building, unless this is not possible or not reasonable for health or other reasons (individual proof required, please also approach the responsible persons in the faculties in advance for this case). Gathering in front of the building is not permitted.
- c. Students may enter the building a maximum of 20 minutes before the start of the examination (deviation possible if waiting rooms are set up in the examination building; see 1.d). A building supervisor is provided in a building on days when there is an accumulation of examinations. The building supervisor is instructed to enforce the ban on gathering in and in front of the building without restriction. When entering the building, a medical face mask without valve (at least OP mask, FFP2 mask recommended) must be worn at all times in accordance with the [recommendations of the BfArM](#).
- d. To bridge waiting times, e.g. due to unfavourable arrival times of public transport, only designated waiting rooms can be used. Their availability and accessibility will be checked via the faculties, planned, announced, and designated if available. In addition to wearing the medical face mask without valve (at least OP mask, FFP2 mask recommended), care must also be taken to maintain the minimum distance in these rooms. Waiting rooms are ventilated regularly, analogously to the examination rooms, at least every 30 minutes, e.g. by the building supervisor (intermittent ventilation). Eating and drinking should be completely avoided in the waiting rooms, if possible. If necessary, the mask should be moved only briefly for direct drinking or eating and worn immediately afterwards in

accordance with the [recommendations of the BfArM](#). Waiting rooms cannot be set up in every building. Please pay attention to the information of the faculties.

- e. The flow of people is to be channelled via a defined use of the entrance and exit doors. If possible, separate entrances and exits will be signposted; these are to be used. The respective access route to the examination room is recorded in a route description and sent electronically to the invigilators and students in advance or announced on the university website. The access concepts and descriptions are developed by the faculty administrations together with staff experts.
 - f. Students and invigilators can and may only enter the examination building via the entrance specified therein and leave via the exit specified therein.
 - g. The student is responsible for delays and a delay, despite seemingly empty corridors, does not release the student from the hygiene rules (hand disinfection, keeping distance, path concept, medical face mask, etc.).
2. Moving around the building:
- a. After entering the building and performing hand hygiene, the examination room or waiting area must be visited immediately.
 - b. In the building, a minimum distance of 1.5 metres from other persons must be maintained. This applies in particular on stairs and corridors, on the examination areas and when going to the toilet. Coughing and sneezing etiquette must be followed.
 - c. The maximum number of persons in sanitary rooms is indicated by signs in the sanitary rooms. The maximum number may not be exceeded.
 - d. Persons with recognizable [symptoms](#) (such as fever, cough, etc.), which are typical for an infection with the corona virus, are not allowed to stay in the building until a suspicion of corona infection has been cleared by a doctor. This means that, for example, in the case of allergy-related symptoms, a medical certificate must be carried and presented to the building or examination supervisor on request. If the suspicion cannot be dispelled immediately, the building and examination supervisors have the duty to expel the examinee from the building. If a medical certificate is presented at a later date which clarifies the symptoms, participation in the examination will be cancelled and deemed to be an approved withdrawal.
3. Seating:
- a. Tables/seats are to be arranged in such a way that the minimum distance of 1.5 m from seated-to-seated person is maintained in all directions. The rooms are to be prepared at least in such a way that the released writing places are clearly recognizable.
 - b. The adjusted occupancy figures for lecture halls and seminar rooms of the HfWU buildings, as well as the Stadthalle Nürtingen K3N and the Jahnhalle are available - the maximum occupancy limit may not be exceeded.
 - c. Seats are visibly marked and numbered (e.g. standing tickets). This numbering is also the basis for the examination protocol, e.g. for the documentation of toilet visits, delays, etc. The numbering of a room is to be documented (e.g. photo, sketch) either before the admission of the examinees (mobile numbering) or once at the beginning of the examination period (if numbering is e.g. mounted/glued).

- d. The examination rooms are opened by the examination supervisor 20 minutes before the examination, so that the students can enter the room in a controlled manner upon arrival and there is no accumulation of people in front of the rooms. If an examination is spread over several rooms, the faculty can pre-allocate the students to the rooms and announce this in good time, e.g. on neo or in FlexNow, via room-specific lists of matriculation numbers. The corresponding path concepts apply.
 - e. Seats are to be occupied from the back to the front in the order of arrival (i.e. the seat furthest from the entrance is to be occupied first). Jackets and bags must always be placed next to the seat. Students will wait in their seats for exams to begin. For students with individual disadvantage compensation, e.g. individual writing extensions, it is recommended in their own interest to be one of the first to enter the examination room.
 - f. Students leave the examination room after the end of the examination in reverse order (from front to back) and leave the building immediately. Gathering in front of the building is not permitted. The building supervisors are instructed to enforce the ban on gathering without restriction.
4. Procedure of the examinations:
- a. The examination papers are distributed when entering the examination room. The student independently takes his exam papers and a form from prepared piles and takes them to the seat.
 - b. On the way and at the place the examination documents are to be carried or filed concealed until the beginning of the writing time.
 - c. From the moment of entering the examination room, the use of any documents relevant to the contents of the examination will be considered as an attempt to cheat; the same applies to the use of electronic devices (laptops, mobile phones, digital watches, etc.).
 - d. During the test, you must use your own work equipment (e.g. pens).
 - e. Additional writing paper is either distributed in advance in the examination room or handed in by the invigilator during the examination itself. This is at the decision of the respective invigilator, depending on the spatial conditions.
 - f. The students enter the module name, the date, the time, their name and the seat number truthfully and in block letters on the form and confirm their examination eligibility and identity with their signature. The legal basis for this data collection is based on the university's obligation according to Art. 6 Para. 1 lit. c, Para. 3 DSGVO in conjunction with. § 32 IFSG, §§ 14 No.1, 6 Para. 3 CoronaVO of 16.12. 2020, in order to be able to trace possible infection routes. The telephone number is also used for this purpose. In the event that a request is made to us by the competent authority for transmission of the participant data, we will determine your first and last name on the basis of this participant list and transmit these as well as your address and your telephone number and/or e-mail address together with information about the date and period of your presence to the requesting authority.
 - g. In addition to the check, the student ID card is placed in a clearly visible position on a free adjacent seat. Random checks can be carried out but are not necessary.

- h. Questions about the exam will not be answered during the exam.
- i. Students are only allowed to leave the examination room to go to the toilet. The invigilator records this by means of the seat number.
- j. Each case of tardiness is noted on the examination record with time and seat number.
- k. If there are any suspicions of a corona infection during the examination that cannot be eliminated (persons with [recognizable typical symptoms](#)), the examination supervisors have the duty to immediately expel the examinee from the examination and the building. In case of subsequent presentation of a medical certificate clarifying the symptoms, the participation in the examination will be cancelled and considered as an approved withdrawal.
- l. Allowing early handing in is at the discretion of the supervisor.
- m. The examination forms are handed in accordingly when leaving the room after the end of the examination, again in prepared piles and clearly visible to the invigilator. The completed forms will be handed in and kept separately at this time.
- n. The time interval between the end of an examination and the start of a second examination in the same room is at least 60 minutes. Before the start of a follow-up examination, tables are to be wiped down and appropriate cleaning cloths are to be made available to examinees for individual use when they enter the examination room. If the examination room is left by the invigilator(s) during this time, it shall be locked.
- o. The intervals for intermittent ventilation of rooms are to be carried out by the supervisory staff at the half and full hour after the start of the examination (in accordance with the HfWU instructions on correct ventilation of 01.12.2020). The rooms are ventilated continuously while the students are seated. Disruptions of the exam process due to intermittent ventilation will be compensated with a lump-sum disadvantage compensation of a writing extension. The following extensions apply:
 - Exam up to 60 min: 5 min writing extension
 - Exam up to 120 min: 10 min writing extension
 - Exam up to 175 min: 15 min writing extension
 - Exam 180 min and longer: 20 min writing extension
- p. Clothes (scarves, shawls, jackets, etc.) can be used to mitigate/compensate for temperature fluctuations in the examination room during an examination. These are to be kept separately on the table or laid over the chair when not in use. Point 3e applies to all other clothing, bags, etc. Attempts to cheat will be punished consistently.
- q. Rooms with automated ventilation systems are designated separately and clearly visible upon entry and are completed without ventilation breaks and therefore without disadvantage compensation. The longer the exam, the more likely it is to be taken in automatically ventilated rooms. If, due to room capacities, examinations are to be held in different rooms and these are to be ventilated differently, an identical examination with different writing times is also

permissible. Students are assigned to the rooms in advance in a binding manner and without the possibility of changing rooms.

- r. The mask must be worn for the entire duration of the exam, which is why eating and drinking should be avoided completely, if possible. If necessary, the mask should only be displaced briefly for direct drinking or eating and worn immediately afterwards in accordance with the [recommendations of the BfArM](#).

5. Cleaning/Hygiene:

- a. Hand disinfection dispensers are available at the entrance to the buildings. These should preferably be used when entering the building. Care must be taken to ensure that the safety distances are observed. The supervisors actively support the building management by reporting emptied disinfection dispensers etc. to the caretaker at short notice.
- b. Cleaning of the tables (wiping with water containing surfactants) is carried out at least once a day by cleaning staff.
- c. During examinations, additional cleaning cloths are provided for the cleaning of the tables, which can be used by the students. These are available in sufficient quantities and should be used by the students.
- d. The examination rooms - if they do not have an appropriate ventilation system - shall be ventilated by the invigilators and in addition to point 4.o at least before and after the examination.
- e. The air-conditioning systems of the rented halls of the Stadthalle Nürtingen K3N and the Jahnhalle are maintained by the respective caretakers.
- f. Students are required to bring their own medical face mask without valve (at least OP mask, FFP2 mask recommended). For supervisors, the university provides mouth-nose coverings (FFP2) (please request from Ms. Sternal or the examination officers).

6. Participation of persons at risk in an examination

- a. If persons at risk, who have provided proof of this in the form of a medical certificate, wish to take part in an examination, they must contact the relevant examination board in good time, at least one week before the examination. The possibility, type and form of participation in the examination will be decided on a case-by-case basis.

7. Information

- a. Students and invigilators will be informed of the hygiene and spacing regulations and their duties prior to the examination period.
- b. The invigilators shall draw attention to the regulations before the start of the test.
- c. If possible, the regulations will be posted prominently in the examination rooms.

8. In emergency situations, e.g. in case of fire or first aid, the regulations are suspended.

Hygiene concept for oral examinations and colloquia

In addition to the general hygiene and distance regulations of the hygiene concept of the Nürtingen-Geislingen University (HfWU) in its current version, the following regulations must be observed. These are intended to safeguard the conduct of examinations for all members of the university. If violations of the hygiene regulations are detected (e.g. also due to unauthorized gatherings in front of university buildings), individual examinations, but also entire examination weeks, may be suspended or cancelled. In case of individual non-observance of the hygiene rules, participation in the examination is excluded.

1. Entering and leaving the buildings:

- a. Persons who are or have been in contact with a person infected with the coronavirus, if 14 days have not yet passed since the last contact, or who show [typical symptoms](#) (such as fever, cough, etc.) of an infection with the coronavirus, may not enter the university buildings. By entering the university/participating in the examination, you also declare that the above-mentioned reasons for exclusion do not apply.
- b. A medical face mask without valve (at least OP mask, FFP2 mask recommended) must be worn as soon as you reach the examination building, unless this is not possible or not reasonable for health or other reasons (individual proof required, please also approach the responsible persons in the faculties in advance for this case). Gathering in front of the building is not permitted.
- c. Students may enter the building a maximum of 20 minutes before the start of the examination (deviation possible if waiting rooms are set up in the examination building; see 1.d). A building supervisor is provided in a building on days when examinations are concentrated. The building supervisor is instructed to enforce the ban on gathering in and in front of the building without restriction. When entering the building, a medical face mask without valve (at least OP mask, FFP2 mask recommended) must be worn at all times, including during the examination itself, in accordance with the [recommendations of the BfArM](#).
- d. To bridge waiting times, e.g. due to unfavourable arrival times of public transport, only designated waiting rooms can be used. Their availability and accessibility will be checked via the faculties, planned, announced, and designated if available. In addition to wearing the medical face mask without valve (at least OP mask, FFP2 mask recommended), care must also be taken to maintain the minimum distance in these rooms. Waiting rooms are ventilated regularly, analogously to the examination rooms, at least every 30 minutes, e.g. by the building supervisor (intermittent ventilation).). Eating and drinking should be completely avoided in the waiting rooms, if possible. If necessary, the mask should be moved only briefly for direct drinking or eating and worn immediately afterwards in

accordance with the [recommendations of the BfArM](#). Waiting rooms cannot be set up in every building. Please pay attention to the information of the faculties.

- e. The flow of people is to be channelled via a defined use of the entrance and exit doors. If possible, separate entrances and exits will be signposted; these are to be used. The respective access route to the examination room is recorded in a route description and sent electronically to the invigilators and students in advance or announced on the university website. The access concepts and descriptions are developed by the faculty administrations together with Ms. Sternal.
 - f. Students can and may only enter the examination building via the entrance specified therein and leave via the exit specified therein.
 - g. The student is responsible for delays and a delay, despite seemingly empty corridors, does not release the student from the hygiene rules (hand disinfection, keeping distance, path concept, medical face mask, etc.).
2. Moving around the building:
- a. After entering the building and performing hand hygiene, the waiting area in front of the examination room or the waiting room provided must be visited immediately. In the waiting area there are 2 chairs with a distance of 2m.
 - b. In the building, a minimum distance of 1.5 metres from other persons must be maintained. This applies in particular on stairs and corridors, on the examination areas and when going to the toilet.
 - c. The maximum number of persons in sanitary rooms is indicated by signs in the sanitary rooms. The maximum number may not be exceeded.
 - d. Persons with recognizable [symptoms](#) (such as cough, fever), which are typical for an infection with the corona virus, are not allowed to stay in the building until a suspicion of corona infection has been cleared by a doctor. This means that, for example, in the case of allergy-related symptoms, a medical certificate must be carried and presented to the examination supervisor/examiners on request. If the suspicion cannot be dispelled immediately, the examination supervisor/examiner has the duty to expel the examinee from the building. If a medical certificate clarifying the symptoms is submitted at a later date, participation in the examination will be cancelled and deemed to be an approved withdrawal.
3. Seating:
- a. Tables/seats are to be placed in such a way that the minimum distance of 1.5 m from seated-to-seated/standing person is maintained in all directions. This also applies to group examinations. An examination-specific position of tables and chairs in the examination room must be prepared in advance of the examination in compliance with hygiene requirements and left unchanged during the examination.
 - b. The university public is excluded from these examinations.
 - c. Seats in front of the examination room will be visibly marked and occupied by the examinee(s) at the earliest 15 minutes before the examination.
 - d. Disinfectant wipes are provided next to the seat in front of and in the examination room and are to be used accordingly by the examinee before taking his seat.

- e. The person to be examined only enters the examination room after being requested to do so. Depending on local conditions, the examinee is escorted out of the waiting area and takes his/her place in the examination room (maintain minimum distance, wear medical face mask).
- f. Students leave the examination room and the building immediately after the end of the examination. Gathering in front of the building is not permitted.

4. Procedure of the examinations:

- a. The actual test is to be carried out as in the past, without prejudice to the hygiene requirements. When using aids such as boards, etc., the distances must be maintained.
- b. Each case of tardiness is documented on the examination record.
- c. A second fixed waiting area is designated in the building for the examined person for the time during which the examination board deliberates.
- d. The time interval between the end of an examination and the start of a second examination in the same room is at least 10 minutes. The room must be ventilated during the break.
- e. For examination times of more than 30 minutes (e.g. for group examinations), intermittent ventilation is required. The intervals for intermittent ventilation of rooms must be carried out at the half hour and full hour after the start of the examination (in accordance with the HfWU instructions on correct ventilation dated 01.12.2020). The test will be interrupted accordingly.

5. Cleaning/Hygiene:

- a. Hand disinfection dispensers are available at the entrance to the buildings. These should preferably be used when entering the building. When doing so, ensure that the safety distances are observed.
- b. During examinations, additional cleaning cloths are provided for the cleaning of the tables, which can be used by the students. These are available in sufficient quantities and should be used by the students.
- c. The examination rooms - if they do not have an appropriate ventilation system - shall be ventilated regularly by the invigilators, at least before and after the examination (see also 4.e).
- d. Students are required to bring their own medical face mask without valve (at least OP mask, FFP2 mask recommended). The university provides an FFP2 mask for examiners, assessors and, if necessary, supervisors (please request one from the examiner or Ms. Sternal).

6. Participation of persons at risk in an examination

- a. If persons at risk who have provided proof of this in the form of a medical certificate wish to take part in an examination, they must contact the relevant examination board in good time, at least one week before the examination. The possibility, type and form of participation in the examination will be decided on a case-by-case basis.

7. Information

- a. Students and invigilators will be informed of the hygiene and spacing regulations and their duties prior to the examination period.
 - b. The invigilators shall draw attention to the regulations before the start of the test.
 - c. If possible, the regulations will be posted prominently in the examination rooms.
8. In emergency situations, e.g. in case of fire or first aid, the regulations are suspended.