Instructions for proctors on how to comply with hygiene measures during written examinations

Preamble
This document describes the hygiene measures for conducting written examinations during the Corona pandemic both inside and outside the University of Stuttgart's auditoriums. The examiners and proctors are responsible for ensuring compliance with these measures in the auditoriums. Certain conditions are necessary to ensure that the measures can be complied with, both inside and outside the examination rooms. The University of Stuttgart is responsible for this (Divisions 3, 6 for centrally managed examinations, rooms and institutes; the institutes themselves for decentrally managed examinations and rooms). These measures include (among other things):

- People waiting in the foyers and main entrance areas must be guided using guidance systems (e.g. tensa barriers).
- Those waiting must comply with social distancing rules, maintaining a distance of at least 1.5 meters from each other. Where possible, markers will be used to mark the distance.
- Where possible, access doors to examination rooms will be used as either as entrances or exits.
- In centrally managed auditoriums that have fixed seats and must accommodate more than 20 examination candidates, the seats that can be occupied will be marked.
- The surfaces must be disinfected between examinations. Cleaning will be organized centrally by the university cleaning services. Please be aware that cleaning can only be scheduled if your examination is entered as an examination date(!) in C@MPUS (including room reservation), at least two weeks before the exam is due to take place. For centrally managed examinations, the exam dates will be entered by the Examinations Office. For decentrally organized examinations, the institutes themselves are responsible for ensuring that the examination (including preferred auditorium) has been correctly entered in C@MPUS. If the examinations are to be held in decentrally managed auditoriums/rooms, then cleaning must be organized by the institute responsible for the examination.
- Division 6 will deposit two face shields and cleaning materials in centrally administered examination rooms. If examinations are to be carried out in auditoriums/rooms that are not centrally managed, the face shields and cleaning materials must be requested from the Safety Department. Cleaning materials can be requested from the Central Service.
- There must be a time period of at least 90 minutes between examinations taking place in the same auditorium, so that large gatherings of students can be avoided. (In the case of decentrally organized examinations, the relevant institute is responsible for putting this into practice).
- **3G documentation and verification**: 3G documentation will be verified for all examination candidates. Either by scanning the campUSTicket using a cactUS reader, or by presenting the paper version of your campUSTicket or an alternative test certificate in paper or digital form.
- **Mask mandate**: students are responsible for ensuring that they have an FFP2 mask or a mask of a comparable standard (DIN EN 149:2001, KN95, N95). These must be worn in all transitional areas in university buildings, lecture halls and rooms where examinations are taking place. Exam candidates may remove their masks when sitting on their allocated seat, if it is possible to maintain a distance of 1.5 meters from others. Exam candidates may also remove their masks for identification purposes.
• Proctors may take a few reserve FFP2 masks to examinations for the event that a student forgets his/her mask. Reserve FFP2 masks can be requested from the Safety Department. Division 6 will deposit FFP2 masks in centrally managed rooms. These can be handed out as required (although, due to the rate at which these are being used, it is recommended that additional reserve masks are also bought to each examination.)

• FFP2 masks for proctors to use during examinations can be requested from Division 7 using the following form. An FFP2 mask can be reused by the same person. Information about reusing a mask can be found on the following pages of the Robert Koch Institute.

• The air conditioning systems in the auditoriums will be switched on during examinations.

• Proctors who belong to a high-risk group may be exempt from supervision duties.

Measures for proctors

General information:
The room must be aired regularly. This improves hygiene and air quality. If ventilation is not controlled by air conditioning systems, then the room must be aired every 20 minutes using the windows. Ventilators are not permitted in examination rooms.

1. Seating plan
Proctors must view the auditorium seat allocation plan before the examination and compile a seating plan if the seats have not been marked already by central management (pandemic seating plan).

In order to ensure that social distancing rules of 1.5 meters are complied with, the number of possible examination candidates is approximately 10% of the number of seats. This percentage differs in auditoriums with moveable chairs. You can find the maximum capacity under pandemic conditions in the Directory of centrally managed teaching rooms: a minimum distance of 1.5 meters between people must be maintained. Direct contact is to be avoided if an exam candidate goes to the restroom or if they hand their exam paper in early.

The rows that are furthest away from the entrance must be occupied first.

In centrally managed auditoriums that must accommodate more than 20 examination candidates, the seats that can be occupied will be marked. In auditoriums/rooms where the seats are not marked, seats must be marked before the beginning of the examination by the examiner or proctors, as stated above (e.g. by using post-it notes).

2. Distribution of examination papers and exercise sheets
Examination papers/exercise sheets, etc. will be put into envelopes (DIN A4). The envelopes will be placed on the designated tables before the examination begins. It is also possible to lay the examination papers/exercise sheets without an envelope, face down on the table.

If the institute has enough proctors, the examination papers can be handed out to students at the entrance to the auditorium (in compliance with the hygiene rules!) (e.g. from a box or something similar).

Suggestion: The envelopes could also be numbered with the candidate’s seat number and put into a pile in the correct order (from No. 1 to x). Students may then each take an envelope and go to their designated seat. The seat numbers could be copied onto a projection slide and made visible in the auditorium. At the start of the examination, the proctor gives permission for candidates to open the envelopes (or turn over the exam paper) to begin the examination.
Students must write the usual information on their paper, including name, enrolment number etc. The **seat number** must also be written on the cover of the paper (the proctor may also orally instruct candidates to do this).

3. **Checking student ID**
   Students must place their student ID on a **vacant** neighboring table.

   The proctor must not check every student ID. We recommend **random checks**, carried out in compliance with hygiene rules.

4. **Questions during the examination**
   Where possible, any questions or issues should be cleared up before the examination begins. When answering individual questions, proctors must always comply with the hygiene rules (Proctors: FFP2 masks plus face shields to prevent infection being transmitted via the conjunctiva; candidates medical-grade or FFP2 face mask).

5. **Handing in examination papers and leaving the auditorium**
   At the end of the exam, the proctor will instruct candidates to stop writing and to put their exercise sheets and any further written documents into the envelope. Students leave the auditorium starting with the row nearest to the exit and place their envelopes in the designated container at the exit (box, plastic box etc.). Alternatively, students may (if instructed to do so by the proctor) leave their envelopes on their table, together with their assignment sheets if applicable.

   Proctors must stand within view of the exit, but still at a safe distance, and check that each student hands in an envelope.

   **Students must leave the building immediately.** Standing together in groups after the exam papers have been handed in, and not observing social distancing rules is not permitted.

6. **Grading exam papers**
   Grading should only begin at least 24 hours after the exam, and after 72 hours would be even better. It can be assumed that there are no active viruses on the exam papers after this time!
Additional information for written examinations

1. Building is locked
   Contact Securitas: Tel.: 64000
   Caretaker services Vaihingen: Tel.: 64000
   Caretaker services Stadtmitte: Tel.: 84000

2. Door to the lecture hall is locked
   Contact Securitas: Tel.: 64000
   Caretaker services Vaihingen: Tel.: 64000
   Caretaker services Stadtmitte: Tel.: 84000

3. Ventilation/air conditioning is not working
   Control room Vaihingen: Tel.: 64001
   Control room Stadtmitte: Tel.: 84649

4. Fire alarm during an examination
   - Turn over any exam papers that have been written on
   - Leave the building immediately
   - Record the time at which the exam was interrupted