

**Guidelines for proctors for written examinations,
in adherence with hygiene measures
from June 9, 2020**

Preamble

This document describes the hygiene measures necessary for conducting written examinations during the corona pandemic, both inside and outside auditoriums at the University of Stuttgart. The examiners, and proctors are responsible for ensuring that hygiene measures are complied with. The University of Stuttgart (divisions 3, 6) is responsible for creating certain conditions both inside and outside the examination rooms, to ensure that the hygiene measures can be complied with. These include (amongst others):

- 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 the case of examinations organized decentrally, but conducted in centrally managed rooms, the responsible institute (examiner) must inform division 6 of the examination date(s)).
- 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 "Pandemic seating plan", makes maximum use of social distancing regulations (1.5 m).
- The seats used for the examinations must be disinfected between examinations. Cleaning will be organized centrally by the university cleaning services. (In the case of examinations organized decentrally, but conducted in centrally managed rooms, the responsible institute (examiner) must inform division 6 of the examination date(s)). If examinations are conducted in auditoriums or rooms that are not managed centrally, disinfection procedures must be organized by the examining institute.
- Division 6 will deposit two face shields and surface disinfectant in each of the centrally managed examination rooms. If examinations are to be carried out in auditoriums/rooms that are not centrally managed, the face shields and surface disinfectant must be requested from the [Safety Department](#).
- 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).

- The supervisors shall ensure that formations of groups are avoided in the foyers before and after the tests.
- Students are responsible for organizing their own face masks/scarves/cloths. These must be worn when entering and leaving the auditorium and at any time when maintaining a distance of at least 1.5 meters is not possible. Face masks must not be worn during the examination.

University institutes will be provided with normal face masks from central university management. Proctors may take a few reserve masks to examinations for the event that a student forgets his/her mask. Reserve masks can be requested from the [Safety Department](#).

- The Examinations Office will provide proctors with FFP2 masks (without exhalation valve) during examinations. Information about FFP2 masks (without exhalation valve): it is only necessary to wear an FFP2 mask if it is not possible to maintain a distance of 1.5 meters. Breathing through such a mask can pose difficulties and the time they are worn should be minimized. An FFP2 mask can be worn by the same person more than once. [Information about reuse](#) [de].
- The auditorium air conditioning systems will be in operation during examinations.
- Proctors who are in the at-risk group can request to be released from duty before the exam.

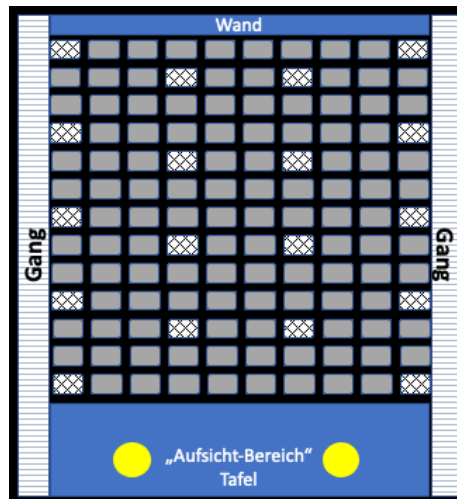
Safety measures for proctors

General information:

Regularly airing rooms improves hygiene and air quality. If ventilation is not controlled by air conditioning systems, then the room must be regularly aired 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. People must be seated at least 1.5 meters apart. Direct contact must be avoided if a candidate needs to go to the toilet or wishes to hand in their examination paper early.



Example:

The rows that are furthest away from the entrance must be occupied first. In centrally managed auditoriums that can accommodate more than 20 examination candidates, the seats to be used are marked as such. 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). Before the examination begins, the envelopes will be laid on the designated table. 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 hygiene rules (Proctors: FFP2 masks plus face shields to prevent infection; candidates 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 in 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. 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.

6. Grading examination papers

Papers must not be graded for at least one, preferably three, days. After this period, it can be assumed that no more active viruses are present!