

Handout for on-site examinations – Information for students

Dear students,

With this handout, we want to inform you on the general conditions and help you familiarize with the infection protection measures that will apply before, during and after your examination. Protecting against infection and containing the pandemic remain the priorities in all of the University's decision-making.

You must have **valid proof of 3G compliance** (proof of coronavirus vaccination, recovery or testing) **and wear a mask** in order to access University buildings (this also applies to examiners and assistants). The Rectorate hereby explicitly notes that **a mask must be worn during written examinations** in order to ensure protection against infection. The use of medical masks is generally not recommended and the **use of an FFP2 mask is strongly recommended**.

In addition, please **always** check the latest information on the coronavirus-related sections of the University website and information provided by your faculties and departments. This way you are informed as to which rules apply and whether on-site examinations are currently allowed to take place.

The following points summarize the most important rules for a safe University visit:

- Act responsibly. – Always wear a mask when present on University premises (preferably FFP2).
- Keep yourself clean. – Disinfect your hands when entering University premises and wash them regularly and thoroughly with soap.
- Recover fully first. – You are not allowed to enter University premises if you experience any symptoms of illness or if you have been in contact with infected persons.
- React quickly. – Always sneeze and cough into the inside of your elbow.
- Maintain distance. – Protect yourself and those around you.
- Ventilate rooms often. – Fresh air reduces the aerosols in the room air.
- Stay informed. – Always stay up to date with the latest regulations.
- Take a coronavirus test prior to the examination! The result of a rapid test should not date back longer than 24 hours (for fully vaccinated persons the test is voluntary).

We also request your compliance with the regulations outlined below before, during and after conducting of the on-site exam:

Basic rules of behavior

The wearing of **face masks** is mandatory in all buildings of the University of Bonn (including **entrance areas and corridors** outside examination rooms). We strongly recommend wearing FFP2 masks. Staying in entrances and hallways of buildings must be kept to a minimum. Please also keep a distance to other persons both in and outside.

Individuals with symptoms of illness not cleared by a physician **are prohibited** from entering facilities of the University of Bonn, and in case of breach will be immediately ordered to leave the facilities and building. Upon exhibiting any **acute Covid-19 symptoms**, the affected individual must exit the facilities immediately.

We thus emphatically request that you **do not sit for the exam** if you believe you may be infected so as to avoid posing an unnecessary infection risk for proctors and your fellow students.

Students registered for an exam who believe that taking the exam poses too great a health risk may informally withdraw at any time by notifying the examination board before the exam.

If you want to be alerted following contact with an infected person for a longer period of time, you can download the coronavirus **warning app** launched by the federal government (use is voluntary), which is available in the Apple and Google app stores. Diese warnt sie im Falle eines längeren Kontaktes mit infizierten Personen.

Examinations

The requirement for Rectorate approval of on-site examinations expired at the start of winter semester 2021/22. The deans' offices are now responsible for the conduct of on-site examinations (and courses) in accordance with the current Ordinance on the protection against new coronavirus SARS-CoV-2 infections (CoronaSchVO) and any applicable future regulations.

All of the people present for on-site examinations (including examiners and assistants) must have **proof of 3G compliance** (proof of coronavirus vaccination, recovery or testing). People without proof of 3G compliance may not take part in examinations. **Test/recovery/vaccination status checks will take place outside the building or outside the examination room, depending on site conditions.. Tests may not be more than 24 hours old.**

A mask must be worn. The use of medical masks is generally not recommended and the use of an **FFP2 mask is strongly recommended**.

A minimum distance of 1.5 meters is no longer legally required for teaching and examination activities.

The route to the exam room

The route from the entrance to the respective lecture hall is signposted in all buildings. Please follow the signposts. If there is a waiting line, please keep distance to other persons.

It is the responsibility of examination supervision staff to ensure that rooms are unlocked 20 minutes prior to start of the examination, to avoid group gatherings in the corridors.

3G checks (tested/recovered/vaccinated) will be carried out prior to students entering the examination room.

■ To reduce contact, participants, once seated, should not leave the room except for going to the toilet.

Proctors outside the lecture halls will provide mandatory instructions.

Hand disinfectant will be provided at examination room entrances, which you are requested to utilize.

The lecture halls are adequately ventilated by the proctors. Rooms are cleaned and door knobs, handrails and tables disinfected on a daily basis.

■ Please occupy seating in the rows so that no one has to move past you to reach a seat. Any bags or jackets brought along are kept at your seat.

Keyboards and computer mice for **computer-assisted examinations** are disinfected by the examiners.

Identity verification is usually performed by the proctors at the respective examination location. To verify your registration and identity, you will need to briefly take off your face mask **when asked to do so**.

If the examination papers have already been handed out, do not start writing before being asked to do so.

■ The examination proctor will announce when the exam starts.

During the written examination

The lecture hall will be aired every 30 minutes during the examination. Please dress yourself accordingly. If the examination room is equipped with a ventilation system, the service team will adjust the system's settings in advance to ensure ideal ventilation.

Instructions given by the proctors in the lecture hall must be followed without exception. You may be excluded from the exam for failure to follow instructions or creating a disturbance. In such case, you "fail" the exam in question (grade = 5.0).

It is generally not allowed to submit a completed exam early, even if you withdraw from the examination.

If you need a **restroom break** during an exam, please indicate so to the proctors. All candidates in the respective row must vacate their seats. The reverse procedure applies when you return. The proctors may assign you to a different seat when you return. Because this poses a considerable interruption and disruption for other exam takers, please keep restroom visits to a minimum.

After the written examination

When the official time for the exam has elapsed, please lay the exam documents on your seat in orderly fashion. Please leave the lecture hall and buildings promptly while keeping the minimum distance. Keep the masks with which you have been issued and wear them on your journey home and then dispose of them in the domestic waste. If you would prefer not to wear the used mask on your journey home, please **only dispose of it in the labeled waste bins for used masks**.

The proctors will collect all examination papers and disinfect seats used.

For further information on the new regulations please read the [University of Bonn guidance and hygiene policies](#) and the [information bulletin from the Ministry of Labor, Health and Social Affairs of North Rhine-Westphalia](#) on the public health measures currently in place to protect against the SARS-CoV-2 virus.

Best of luck with your examinations!

Sincerely,

Prof. Dr. Klaus Sandmann