Guidelines for examiners and supervisory staff present during on-campus examinations\(^1\)

Issued: 14.02.2022

These guidelines apply in addition to the information provided in the President’s email sent on 21.01.2022 addressing all students and members of staff at LUH. They concern on-campus examinations,\(^2\) even though online examinations at LUH are still encouraged and may be conducted. For further details, please refer to FAQ section 6.1.

Arrangements for examination rooms should be prepared in advance using a seating allocation ratio of 1:6. Every third seat may be occupied; in fixed rows, one row is left vacant. In departmentally managed examination rooms, seating arrangements must be indicated via markers. In centrally managed examination rooms, other markers have already been installed in the past in connection with the pandemic. However, these are no longer valid in winter semester 2021/22. In this case, supervisory staff/examiners are asked to ensure a seating allocation ratio of 1:6 by instructing students and checking compliance (not by installing new markers). The minimum distance of 1.5 m between seats in examinations no longer applies.

Students must provide a negative coronavirus test result in order to sit examinations. Testing requirements apply for all students, irrespective of their vaccination or recovery status. They must be tested in an official test centre. The test must have been conducted no later than 24 hours before the end of the examination. Self-tests are not sufficient. Detailed information will be announced separately, via additional documents and FAQ updates.

In principle, students unable to sit examinations due to a coronavirus infection are not legally entitled to a resit. The same applies for students who do not sit examinations due to a false positive test result. In these cases, an individual course of action should be determined, for example by referring to general examination regulations or any special provisions of the faculties.

The following issues in the context of on-campus examinations must be clarified in advance:

1. Have students been allocated to examination rooms? Have students been notified of the date and location of the examination?
2. Is overall compliance with the provisions specified in the hygiene measures for written on-campus examinations at LUH ensured?
3. Have all examination documents been prepared?
4. Have arrangements been made with regard to monitoring access to the relevant building?
5. Have arrangements been made with regard to checking proof of vaccination, recovery and/or a valid coronavirus test result?

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\(^1\)This information is not exhaustive. In particular, regulations concerning formal aspects of conducting examinations, incapability of taking examinations (section 15 paragraph 2 PO 2017 and PO 2018), as well as dealing with deception attempts or statutory offences (section 18 paragraph 1 and 2 PO 2017 and PO 2018) must be adapted to the requirements of the faculties. These guidelines have been assessed by the Occupational Safety Department.

\(^2\)These guidelines apply both for oral and written examinations, even though they explicitly refer to written examinations.
6. Is anyone not allowed to wear masks or is only allowed to wear masks for a short period of time, according to a medical certificate? Upon receiving the medical certificate from their doctor, it must be submitted to the Occupational Health Officer, Dr. Aumüller. If possible, affected persons should be seated on the periphery of the examination room while wearing a face mask covering the mouth and nose and while maintaining a minimum distance of 1.5 m to other examinees.

Please note the following information regarding organisational aspects of written on-campus examinations:

1. Students shall be allocated to examination rooms by the relevant persons responsible.

2. Supervisory staff shall arrive in the examination room in a timely manner before the start of the examination. They shall ensure that all organisational steps have been taken so that the examination can be duly conducted.

3. Supervisory staff shall place the examination questions on the marked seats.

4. Supervisory staff shall take their seats in front of the examination room located behind the protective screen in a timely manner before the start of the examination.

5. Supervisory staff shall monitor compliance with the 3G rule and, from 24.01.2022, check negative test results. At the same time, they shall check whether all examinees have brought (a sufficient number) of FFP2 masks. If necessary, they shall rectify any deficits.

6. Cleaning cloths or cleaning supplies and paper towels must be available in each examination room. Students must use these supplies to clean their workspace independently. Unavailable material can be (re)ordered via the respective caretaker.

7. A sufficient number of supervisory staff shall monitor compliance with the seating allocation ratio, in particular in departmentally managed examination rooms without marked seating arrangements.

8. The usual instructions shall be given at the beginning of the examination.

9. Visits to the restroom are permitted. FFP2 masks must be worn at all times. If students seated in the middle of a row need to visit the restroom, students seated around them must exit the row so that they can pass them while maintaining sufficient distance. The same applies if students choose to leave the examination room early. Both members of supervisory staff shall ensure that everything runs smoothly.

10. Over the entire duration of the examination, all members of supervisory staff shall check whether examinees wear FFP2 masks at all times. One hour after the start of the examination, they shall indicate that a mask change is recommended. These regulations also apply for supervisory staff and all examiners present during the examination.

11. At the end of the completion period, students shall leave the examination documents at their workspace.

12. At the end of the written examination, supervisory staff shall ensure that students leave the examination room in an orderly manner (row by row).

13. If all examinees have left the examination room, supervisory staff shall collect the examination documents.