

NOTES FOR EXAMINERS FOR THE PERFORMANCE OF EXAMINATIONS

in compliance with the requirements for combating the corona pandemic

LEGALLY NON BINDING – PLEASE REFER TO THE GERMAN VERSION FOR A LEGALLY BINDING VERSION

1. Presence

Examiners who belong to a risk group for a severe COVID-19 disease course according to the definition of the Robert Koch Institute

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Steckbrief.html#doc13776792bodyText2) are obliged to fulfil their tasks in the preparation and performance of examinations. However, they are not obliged to be present at on-site presence tests. In this case, you must organise a representative to supervise them.

2. Room allocation

- a) Since all buildings on the main campus as well as in the Red Field are locked due to the corona situation, all examiners* or supervisors are called upon to organize locking authorizations for the required rooms. For this purpose please send an e-mail to schluesselverwaltung@leuphana.de until 20.07.2020. In this e-mail, please state your transponder number(s) Room number(s), if a transponder is available. Otherwise a transponder will be temporarily handed over. You will receive this transponder after sending the e-mail from Mr. Christoph Seidel (C 10.029a).
- b) If only one room is mentioned in MyStudy, this is the examination room to which students can go directly.
- c) If examinations take place in more than one examination room, the rooms are assigned as follows:
 - For examinations for which several examination rooms on campus (Universitätsallee 1) are named, the rooms are assigned 60 minutes before the start of the examination in the Forum/Foyer of the central building.
 - For exams with more than one exam room in the Red Field (Wilschenbrucher Weg 84), the rooms will be assigned 45 minutes in the old dining hall (Room 055a in Wilschenbrucher Weg 84).
- d) It is expressly pointed out that no more candidates may be placed in any of the rooms than the number of available or clearly marked places allows!
- e) Since the room allocation can be made only in the hour before the beginning of the exam, the examiners are requested to have sufficient exam papers available. Please refer to the room capacity information in the room plans enclosed with this document.
- f) If you wish to mark the entrances of the examination rooms with the examination titles, you are free to do so. The building management does not provide appropriate signage.

3. Distance and hygiene rules

- a) Within the examination rooms, as examiner*in or your representative, please ensure that the "Corona Rules" are observed, in particular for
 - compliance with the minimum distance between persons of 1.50 m,



- the personal allocation of test documents and work equipment, avoiding "hand to hand" distribution of materials),
 - the ventilation of the rooms (by shock ventilation every 30 minutes for 5 minutes).
- b) The test rooms and traffic routes are designed in such a way that the minimum distance between persons of 1.50 m can be maintained. Mouth and nose covers may be worn during the tests. Before and after the tests, please wear mouth and nose covers inside buildings. The coverings have to be brought by the candidates. Mouth and nose covers must be removed for the necessary identity checks. Examiners* can request mouth-nose-coverings by mail (arbeitssicherheit@leuphana.de) or by telephone from Mrs. A. Dietrich (-1034).
- c) Please assign the workstations to the candidates in the examination rooms as examiners* or your representatives. The rooms are furnished in accordance with the distance rules.
- d) There are four disinfectant dispensers placed at the following locations on campus or in the Red Field.

Campus:

- In the forum of the central building
- Between the auditorium and the stairs to the 1st floor in the central building
- In building 3, in front of the WC facilities

Red field:

- in barrier-free access (cafeteria foyer)

4. Procedure of the examination

- a) After the central allocation of rooms in the forum/foyer (campus) or in the old dining hall (red field), students are asked to leave the central allocation of rooms directly and to go in front of the respective buildings where they are writing the exam. A person from the examination team will be placed there and will make sure that the waiting candidates keep their distance.
- b) As soon as you have finished preparing your examination rooms, you as the examiner/supervisor are required to go to the respective entrances of the building to inform the member of the examination team placed there that the candidates can now enter the examination room in an orderly manner. Examiners/supervisors who have forgotten their mouth-nose cover can get one here.
- c) As soon as the examinees enter the examination room, please advise them to go to the examination room quickly and to leave the room until the beginning of the examination only in urgent cases.
- d) The rooms are furnished in such a way that there are only as many places as candidates can be in the rooms under the distance requirements.
In the lecture halls (campus + red field), as well as in C 40106 (Konrad-Zuse-Raum), the places which may be occupied are marked in neon green.



It is expressly pointed out that in the lecture halls, too, no more student seats may be created or used than those marked.

- e) An examination protocol must be kept for each exam, for which you can download a form in myStudy. Please also record all violations of the Corona-related safety regulations and hand them in to the Student Services immediately after the exam or send them to your internal mail. (Infoportal or P.O. Box building 8).
- f) Only students who have been duly admitted to the examination and are on the examination list may take part in the examination. Participation under reservation is excluded. Exchange/Erasmus students can also register online since winter semester 2016/17 and should therefore also be on the examination list. However, it may happen that they are not on the examination list and should participate in the examination.
- g) Students must identify themselves. If students cannot identify themselves, they are still allowed to take the exam. The identity card and student ID must be presented to the supervisor/at the chair in person, if possible on the same day, at the latest the next day, and a written sample must also be handed in. Only then will the exam be evaluated.
Please make sure that there is enough distance between you and the students when checking the identity cards!
- h) Before the start of the exam, students should be advised that bags and jackets must be placed outside of reach in the examination room and mobile phones, laptops, tablets, MP3 players or PDAs must be placed in pockets and switched off.
The personal belongings of the students must nevertheless remain at the place of the respective examinee, since due to the distance regulations no central collection points can and should be set up!
- i) Students must be asked whether they feel that they are in a good state of health to take part in the

5. Delays

Students who arrive late can take part in the exam. Please note, however, that the processing time for the exam will not be extended. If students who are on the registration list do not appear for an exam, an "NE" (for "not appeared") must be entered in the results list that is uploaded to myStudy. The student service will then clarify whether a notification of illness has been received.

6. Health impairments

In case of a sudden health impairment after the start of the exam, the student must report this to the exam supervisor (credible) and immediately submit a medical certificate of incapacity to take the exam (form for reporting incapacity available on the Internet) to the Student Services (Infoportal or P.O. Box building 8). The student must be informed of this if necessary. Name and matriculation number as well as a short description of the event must be noted on the examination protocol.



7. Deceptions

If supervisors discover during an examination that unauthorised aids are being used, these must be confiscated and the candidate must be informed that he or she is being accused of deception.

However, the candidate must still be given the opportunity to take the exam. If aids (e.g. legal texts) are permitted by the chair and these are withdrawn due to inadmissible entries, 2 - 3 replacement copies must be provided for such cases. The possibility of continuing to take part in the examination must be guaranteed, since the decision on whether or not to establish deception is made by the examination board.

The atypical course of the examination must be recorded in writing in the examination protocol. The minutes of the examination, the written exam as well as the unauthorized aids used (cheat sheets, legal texts with handwritten notes or similar) must be submitted to the Student Service (Infoportal or P.O. Box building 8) immediately after the end of the exam.

8. Noise

If students feel disturbed by noise during the exam (e.g. prolonged loud construction noise), they must immediately report this to the exam supervisor. The examiners must enter the complaint as well as the type and extent of the noise pollution in the examination protocol. If the disturbance or impairment should last longer, the examiners must take compensatory measures. For example, a 1:1 extension of writing time to the extent of the disturbance may be considered. The compensatory measure must also be recorded in the examination protocol.

9. Correction deadlines

Correction periods are regulated in the framework examination regulations and are usually 4 weeks.

Especially for the first exam session, the correction deadline must be observed without fail, as students need a reasonable period of time to prepare for a possible repetition.