



## **Information about taking on-campus exams in the spring of 2021**

As of: 03 February 2021

**Because the situation is constantly changing, please refer to the most current information on the website [Study and teaching in the winter semester 2020/21](#) and in the university's EIN|BLICK newsletter.**

For conducting on-campus exams, the university follows the requirements stated in the most current versions of the general Baden-Württemberg Corona Ordinance (CoronaVO) as well as the more specific CoronaVO "Studienbetrieb und Kunst" (university operations and art). These regulations are specified in the most current versions of the University of Konstanz's [General Hygiene Regulations for SARS-CoV-2 Infection Protection](#) and respective resolutions of the Rectorate. To protect against potential infection during on-campus exams, the university has issued [instructions for conducting written and oral on-campus exams](#) under the current conditions. In addition, the responsible teaching staff member must complete a risk assessment for each on-campus exam situation and document having done so.

**As a student, it is important for you to know:**

### **1. Before your exam**

- You may decide for yourself whether to participate in the on-campus exam, unless, in your particular case, the examination regulations require you to register for the exam (ex officio registration). Please check the respective department's options for withdrawing from exams until shortly before they take place. If you are required to register for an exam and you belong to a SARS-CoV-2 risk group, you have the right to withdraw from the exam for good reason.
- In case of oral exams, an online oral exam (OMP) instead of the on-campus exam may be agreed upon with the examiners. In such a case, please contact your examiners in good time.
- You may not participate in an on-campus exam if you are not permitted to enter the university premises as per § 7 of the Corona Ordinance (currently: persons who 1. have or had contact to a person infected with the coronavirus if not more than 10 days have passed since the contact, or 2. experience typical symptoms of a coronavirus infection, namely: a high temperature, a dry cough or a loss of smell or taste). In this case, please inform your examiners, and the de-registration from the exam will take place ex officio.
- If you have a medical certificate exempting you from the face mask requirement, you must submit this certificate to your examiners at least one week before the exam. You

can take part in the exam, but will either be seated with significantly more space between yourself and other participants, or separated from others by a physical (plexiglass) barrier or similar construction, or given a separate room to take the exam in.

- If your travel between home and the exam on the university campus takes place during the nighttime curfew (currently 20:00 – 5:00), the exam is considered good reason for doing so. You can use, for example, a printout, scan or photo confirming your exam registration, as documentation.
- If you need to spend the night at a hotel (or other accommodation) while travelling to/from Konstanz for an exam, this is considered good reason for doing so. In this case, you can also use a printout, scan or photo confirming your exam registration as documentation. Some of the usual accommodations in Konstanz are currently open. You can find out which ones are available by going to [www.constance-lake-constance.com/](http://www.constance-lake-constance.com/), clicking on the red “accommodation” box at the top left and entering your travel dates. Afterwards, simply choose your accommodation based on the list.

## 2. On exam day

- You are required to wear a medical-grade face mask (OP or FFP2) both in front of the university buildings and when moving around all public areas of the university. When you are seated in the exam room, a simple cloth face mask (community mask) is sufficient. Please bring along extra masks so that you can change yours if it becomes wet. If you would like to wear an FFP2 mask during the exam, please note the recommended maximum period of time you can wear it.
- Please keep at least 1.5 metres of space between yourself and others as you enter and travel around the university, in addition to when you enter and leave the exam room.
- You may enter the university using the entrances at A5 (at the i-Point and the number 9 bus stop) and building R as well as at other entrances open to students. You will document when you enter (“Kommen”) and exit (“Gehen”) the university by scanning their UniCard student ID at the entrance. If you have forgotten your UniCard, you may add your name to the paper lists at the entrance instead. You will not be picked up at a campus entrance before an exam as was the case in the summer semester of 2020.
- If the exam takes place in the sports hall, please go there directly (and do not enter other university buildings). While in the sports hall, please wear flat sports shoes with soft soles (sneakers or similar) to protect the sensitive floor.
- Please bring along your own writing utensils and permitted equipment, and use only these items during the exam.
- You must take the seat allocated to you in the exam room. If available, please write down your seat number on the exam sheet (for large exam rooms). If an exam must take place in two or more rooms due to the large number of participants, students can only take the exam in the allocated room (this way it is possible to trace contacts in case of an infection).

- The seats that may be used are all the required minimum distance apart.
- During oral exams, the person who is speaking (student and active examiner) may take off his/her mask as long as there is significantly more space between him/her and others (at least 2 metres) and/or a physical barrier (e.g. plexiglass) is in place.
- After every exam, a cleaning service cleans and thoroughly airs out the room. In small rooms with a maximum number of seats  $\leq 10$ , the persons present have to wipe the surfaces that will be / have been touched with the provided cleaning agents and paper towels before and, ideally also after the exam.
- If you are diagnosed with a SARS-CoV-2 infection within 14 days of taking the exam, you are required to inform the respective university unit of your infection (see item 1.5 of the [FAQs on conditional on-site operations](#)).