



General information for students on the classroom exam procedure for summer semester 2021

Dear students,

As a result of the continuing coronavirus pandemic, the following rules of conduct must be strictly observed for examinations to be taken in person on the university premises:

1. GENERAL REQUIREMENTS

Please strictly observe all general guidelines and information published on the university's homepage under

<https://www.hs-mainz.de/hochschule/aktuelles/informationen-zum-corona-virus/>

The regulations listed there must be complied with at all times!

2. BEFORE THE EXAM:

- Only come to take the exam if you feel completely healthy!
- Please inform yourself about the current operating mode of the university under: <https://www.hs-mainz.de/en/about-us/aktuelles/information-on-the-coronavirus/>
- Please bring your own **FFP2 mask or medical mask** (hereinafter referred to as mask) to the exam. It is not sufficient to wear a regular mask. Information on mask types can be found on the website of the Federal Institute for Drugs and Medical Devices (in German) under <https://www.bfarm.de/SharedDocs/Risikoinformationen/Medizinprodukte/DE/schutzmasken.html>
- Wearing a mask is mandatory in all university buildings.
- If the university is in either ORANGE or RED operating mode, a mask must be worn **continuously at all times**.
- Please arrive punctually at the university, about 30 minutes before the official start of the exam. Please do not wait in groups.
- Please make sure that the **minimum distance of 1.5 meters from others is strictly maintained** during the entire time you are in front of or inside the university building!
- You will be admitted to the building individually through the **main entrance of the building** (across from the kindergarten) approx. 20-30 minutes before the start of the examination. You are required wear a mask.



- After being admitted into the building, you should either immediately disinfect your hands with the available hand disinfectant or wash them thoroughly.
- **Access lists** for all students are found at the reception desk. You are required to **enter your information** on these access lists and to sign them. These lists correspond to the exam admission lists created from your personal registration for the exam. **We would like to take the opportunity now to point out that if you have not properly registered for an exam and your name is not on the access list, you will not be admitted to the building and you will not be able to take the exam!**
- Follow the marked pathway that leads to your exam room.
- Upon entering the exam room, you will be given disinfectant and wipes to **disinfect your workspace**. In the pool rooms this also applies to the **contact surfaces of devices (such as the keyboard and mouse)**. Please throw the paper towels into the waste baskets provided at the exit of the exam room after the exam has ended.
- Once you have reached your assigned place, disinfect it with the wipes you have been given and wait for further instructions from the proctors.

3. DURING THE EXAM:

- Wearing a **mask** is mandatory in all university buildings.
- If the university is in **either ORANGE or RED operating mode**, a **mask** must be worn **continuously at all times**, meaning **also at your workspace and throughout the entire exam**. You are only permitted to **briefly** remove your mask for a short break to eat or drink something.
- If the university is in **YELLOW operating mode**, you may remove your mask at your workspace.
- As usual, only one person at a time may go to the **restroom** during the exam; even when leaving your workspace, you **must wear your mask!**
- During the exam, the proctor may carry out an inspection of your workspace and the materials used there. In order to maintain a safe distance, students must stand up and leave their workspace accordingly.
- If the use of unauthorized resources is suspected, the student may also be asked to empty their pants pockets.
- During such an inspection, the exam proctor and the student must both wear masks.
- **It is not possible to hand in your exam early!**



4. AFTER THE EXAM:

- You must put on your mask (as far as it does not have to be worn continuously anyway (ORANGE/RED operating modes)).
- Pack up your things and wait at your seat.
- You may only leave the examination room after being instructed to do so by the proctors. Students will exit the examination room one at a time. When it is your turn, please place the exam in the designated container next to the proctors and sign the admission list provided to the proctors.
- Next, please immediately exit the premises following the marked paths. **While doing so, it is mandatory to observe the minimum distance to others and wear a mask at all times.**
- In ORANGE or RED operating modes, it is **prohibited** to remain in the building any longer.
- In YELLOW operating mode, it is only possible to remain in the university building between exams at workstations that have been booked in advance.

PLEASE NOTE:

As the process of examination planning continues, it may turn out that certain **examinations must be held at a different location** in Mainz **instead of at the university**. We will of course inform you in advance. We would like to point out that different hygiene regulations may apply to external premises.

In the event of non-compliance with the safety and hygiene regulations, the university is within its rights to order the person or people in question to leave the building. **This means that examinees who do not comply with these defined hygiene standards can be disqualified from the examination and removed from the building at any time. In this case, the exam is considered 'failed'.**

Compliance with these rules serves your own health, the health of your fellow students and all staff members of Mainz University of Applied Sciences. We ask that you comply with them and thank you in advance for your cooperation.

Good luck with your exams!

Stay healthy!