

# Classroom exam procedure for the 2022 summer semester

## Information for faculty and students

Dear university staff and students,

Due to a number of changes easing the corona requirements, the procedure for in-person exams has been greatly simplified compared to previous semesters.

The rules and regulations can be found in the service directive issued by our university leadership and published on the intranet (Corona Safety Concept, version issued 30.05.22, in German) and the state's legal regulations in its current Corona Control Ordinance. Please also observe all guidelines and information published on the university's homepage under <https://www.hs-mainz.de/en/about-us/aktuelles/information-on-the-coronavirus/>. The service directive is updated regularly.

This results in the following procedure for in-person exams, which, as stated above, has been greatly simplified compared to previous semesters:

### 1. Access to and conduct at the university

Access to university facilities is possible for everyone associated with the university without a vaccination status check (3G). This also applies to exams. To protect against infection, at Mainz University of Applied Sciences we apply the rules known as the AHA rules, supplemented in part with +L and +A.<sup>1</sup> In general, please keep at least 1.5 meters' distance between yourself and all other people.

### 2. Mask requirements

Although it is **not currently mandatory** to wear a surgical mask or a mask with a higher protection level (FFP2, KN95, etc.) in university buildings, **we continue to recommend masks be worn**.

Examinees should find their own way to the exam room and choose a seat. Wherever possible, a minimum distance of 1.5 meters should be maintained.

**The mask requirement is waived for students and proctors in exams!**

**However, we recommend you continue wearing a mask.**

As usual, only one person at a time may go to the restroom during the exam. During the exam, the proctor may carry out an **inspection of your workspace** and the materials used there. We recommend the proctor wear a mask while doing so. The same applies to individual responses to questions from students on or during the exam.

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<sup>1</sup> A stands for *Always keep your distance*, H for *Hygiene rules*, A for *Appropriate masks required*, +L for *Let's air things out* and +A for *App for contact tracing*.

### 3. Airing out

The exam rooms are to be thoroughly aired out by the proctor(s) as follows:

- **Before and after** use: complete airing out using the entire opening areas of the windows; recommended airing time: 10 minutes.
- **During** use, it is recommended to completely air out the room using the entire opening areas of the windows (depending on the weather) for at least 5-10 minutes.

### 4. Contact tracing

There is no legal obligation to register any contacts. However, to enable the effective warning of any contacts in the event of a covid-19 infection, we strongly recommend the use of the national Corona-Warn-App (available in English). QR codes to check in to the exam using the Corona-Warn-App will be provided at the entrance to the facility and/or the specific room.

### 5. Other exam procedures

There are no additional corona-related specifics to observe.

### 6. Further instructions

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'.**

In the event of a **corona infection or a suspected corona infection**, it is essential to follow the instructions in **section 3** of the above-mentioned **service directive**.

Please remember to practice good hand hygiene, and also use the sanitizer dispenser at the entrance.

Compliance with these rules serves your own health, the health of our students and of all staff members of Mainz University of Applied Sciences.

**We thank you for your support with this matter.**

**Stay healthy!**