# Attention, this is not an official document and only represents informal information for your understanding! Please inform yourself on the website of the University of Augsburg. You can find important links under the point “further documents” (07.04.2021).

Dear students,

for (name of the exam)\_\_\_\_\_\_\_\_\_\_\_\_ exam, the requirements of the Infection Protection Ordinance and the guidelines of the Bavarian universities must be adhered to. We count on your cooperation and kindly ask for your understanding. You can only participate if you observe all points of the following information:

# General information

1. Should you have any corona symptoms, please do not appear at the University of Augsburg. The supervisors are authorized to deny access. For the sake of your fellow students, please sit your examination at the next possible examination date.
2. The general corona rules apply:
   * minimum distance of 1.5 m to other people
   * no group formation
   * sneeze and cough into the elbow while turning away from other people

Please also ensure that these rules are adhered to on your way to the university and the examination rooms and back. If you travel by public transport, plan enough time to avoid overcrowding in trams.

1. It is compulsory to wear a medical face mask (surgical masks) or a FFP2 mask in buildings and in the examination rooms. At the seats for the exams you must wear a mouth and nose covering but we recommend to wear medical face masks or FFP2 masks.   
   We strongly recommend to wear masks outdoors on the campus and on the examination sites (Messe, Sigma-Park) as well. As masks cannot be provided, please bring your own mask. If you have a corresponding certificate exempting you from the mask requirement, you must always carry it with you and present it without being asked. Please notify the examination authorities 14 days prior to the examination date, if not, supervisors can deny access.
2. Participation in exams is permitted even if this means that the general lockdown cannot be complied with (this includes exam times and the way home). For this purpose, you can print the available documents, which you can take with you and show during controls:
   * With the known STUDIS function “data sheet” there is a new document “Bestätigung zur Ausgangssperre” in the drop-down menu. Please print it, if necessary, and carry it with you.
   * In addition, print the information of the exact date (date, time, duration) of the examination(s) concerned (e.g. corresponding announcement in the network or email from the chair).

## If you have corona symptoms or do not wear a mask, you will be denied access to the examination rooms and you will not be able to sit the exam!

Procedure for the exam:

1. Information on the exam:

## The test will be carried out on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_ (name of the building). The exam takes place in room \_\_\_\_\_\_\_\_\_.

1. Please observe the hygiene concepts of the examination rooms (see attachment in German language). Admission is from \_\_\_\_\_\_\_\_\_\_\_ according to the scheme marked in the plans. In the following, the most important points are listed in English:
   * use the marked paths and the correct entrance
   * keep distance and bring your own mask with you

Please note: You cannot change the assigned room.

1. Before you can enter the examination room, an identity check **(student ID + official photo ID)** will take place. Identification takes place at an "identification point" in front of the entrance to the examination room. You may be asked to briefly remove your mask in order to clarify your identity beyond any doubt. Then you will obtain a seat number.
2. Immediately after the identity check, please proceed directly to your allocated seat asking for assistance from the supervisor, if necessary.
3. Hand out of exams *(three variations, only one should remain)*   
   The exam is handed out at the point of identification  
   or  
   The exam paper will be at your seat  
   or  
   The exam papers will be distributed after you are seated.
4. Please note that you are not allowed to leave your exam seat after having been seated. The use of the toilets is only possible to a very limited extent during and after the exam. It is therefore recommended to use the toilet before identifying yourself. After the identification, you can only leave the seat assigned to you after the exam has started. This is to avoid unnecessary contact between examinees and supervisors. Leaving the site is only possible after consultation with the supervisor!

# During the exam

1. At the exam location and during the entire exam, wearing of a mask covering nose and mouth is compulsory! FFP2 masks are recommended.
2. If you have questions, use the reverse of the sheet with your seat number, this will be handed out to you during identity check. Write your concerns (including early submission, going to the toilet) and put the sheet on the corner of your table. The supervisor will take the sheet and take care of your request. You will receive the answer on the sheet. The sheet is to be handed in at the end of the exam with the exam paper.
3. Please wait until you receive permission to leave your seat.

# After the exam

1. Remain at your seat until you are permitted to leave. The seats will be gradually released to avoid crowds.
2. Submission of exams *(three variations, only one should remain)*

The exam paper is handed in at the point of identification

or

The exam paper remains at your seat and you leave your place upon request

or

The exam papers are being collected while you are still seated.

1. Upon completion of the exam and permission to leave, immediately leave the building using the same route as you entered. Continue to avoid group formation and keep distance! If you leave the campus by public transport, plan enough time to avoid overcrowding in public transport!

You will note that we follow a strict hygiene concept when carrying out the exam, which means a considerable amount of extra work for all of us. Nevertheless, we trust that these measures will help us to protect your health and the health of others.

# Further documents

* Hygiene concept of the exam rooms:

[https://assets.uni-augsburg.de/media/filer\_public/df/19/df190c0d-26fd-494a-961c-](https://assets.uni-augsburg.de/media/filer_public/df/19/df190c0d-26fd-494a-961c-8c5595d0e3c6/gebaude_t_-_hygienekonzept_gesamt_17022021.pdf) [8c5595d0e3c6/gebaude\_t\_-\_hygienekonzept\_gesamt\_17022021.pdf](https://assets.uni-augsburg.de/media/filer_public/df/19/df190c0d-26fd-494a-961c-8c5595d0e3c6/gebaude_t_-_hygienekonzept_gesamt_17022021.pdf)

* Information about corona:

<https://www.uni-augsburg.de/en/campusleben/corona/>