Information sheet: Infection protection during an exam

Please impart the following information before the exam starts:

After all examinees have taken their places, inform the examinees about the course of the examination as follows:

1. Ask the students to fill in and sign the self-declaration regarding their state of health.
2. Then read out the following text:

“Please note that if you can not confirm the statements in the self-declaration and can therefore not sign the declaration, you unfortunately have to leave the room immediately. [Wait and see if anyone stands up.] Please place your student ID card and your self-declaration clearly visibly on the desk before you. Enter your seat number on the exam cover sheet. I will now walk through the rows and check your identities and self-declarations. While I do this, you are not allowed to take off your masks. When I have completed this check, you may take off your masks.

What happens if you have a question? Put on your mask and raise your hand.

What happens if you want to leave the room during the exam? Please avoid leaving the room during the exam. If you can not avoid this, put on your mask and raise your hand. I will ask your seat neighbours to put on their masks and to leave the row to create enough space for you to leave. When you return, your seat neighbours will again have to put on their masks and leave the row to allow you to return to your seat. When everybody is seated again, you can again take off your masks.”

At the end of the written exam please give the following information:

“The exam is now over. Please put on your masks again. [Wait until all students have put on their masks.] At the exit, you will find two containers. When you leave please put your exam into one container and the self-declaration into the other container. When leaving please keep a distance of 1.5 metres to the others. You will leave the room row by row, starting with the row closest to the exit. Please then quickly walk to the exit. Do not gather in groups and keep enough distance. The back row can now start leaving the room.”

- Check at the exit that all students place their exams and self-declarations in the corresponding boxes.