Note: All references to persons, offices and functions refer equally to all genders.

**Additional Special Instructions for In-Person Written Exams for Examinees**

> The current version of the general hygiene guidelines at Chemnitz University of Technology must be observed. In addition, the instructions of the exam supervisors must be strictly followed. They also act as local contact persons for compliance with and implementation of the hygiene guidelines, the applicable contact restrictions, and distance regulations, as well as with regards to the wearing of a medical mask (FFP2 or surgical mask) or personal protective equipment.

> Every person at Chemnitz University of Technology is obliged to wear a surgical mask, FFP2 mask, or a mask of a comparable standard (e.g. KN95 or N95) in the outdoor area and in open spaces as well as in all publicly accessible rooms with regular public traffic (mask mandate). During all in-person exams, a medical mask is mandatory in addition to maintaining the minimum distance of 1.5 metres. If examinees are not able to wear a medical mask due to health restrictions, a corresponding certificate or a disability pass must be presented. If necessary, examinees will receive surgical or FFP2 masks from the examiner.

> The buildings at Chemnitz University of Technology are not currently open to the public. Examinees must wait at the given meeting point 15 minutes before the exam begins. They are required to heed the distance markings in order to keep a minimum distance of 1.5 m from other people. The examiner will take examinees into the building in order to sit the exam by picking them up from the meeting point and leading them to the room. After entering the building, the hand disinfectant dispensers must be used.

> If more than one room is provided for an exam, the examination supervisors are responsible for assigning examinees to the appropriate rooms in the building.

> In all examination rooms (lecture halls, seminar rooms, laboratories), regular disinfection of contact surfaces such as door handles, light switches, and the tables and desks used by examiners and examinees is organised centrally.

> In addition, the disinfection of contact surfaces, objects, and work equipment must be carried out independently by examiners and examinees before use. The necessary disinfectants are provided.

> To use the computer pool rooms, examiners and examinees must wear disposable gloves. These will be distributed by the examiner on the day of the exam.
> In the exam room, the rows with available seats according to the signs will be systematically filled starting with those furthest away from the entrance. The instructions of the exam supervisors must be followed.

> Shortly before the start of the exam, identity checks are carried out by the exam supervisors at the examinees' seats in compliance with the hygiene rules. Before the start of the examination, the examinees place their student card or other official identification document on the desk next to them. In case of doubt, the supervisors may require the examinees to remove their medical mask for a brief moment to check their identity.

> The exams are handed out by the exam supervisors using the neighbouring desk. The examiner will wear disposable gloves while handing out exams.

> A form is attached to the exams in order to trace possible contact chains in case of an infection with the coronavirus. Examinees are required to write their contact details on this form and to hand it in with the exam.

> Should examinees have to leave the examination room to use the bathroom after approval by the examiner, they must ensure that the required distance of at least 1.5 m to other persons is maintained when getting up/leaving the seat and the room and re-entering the room.

> Eating and drinking during the exam should be kept to a minimum.

> At the end of the exam time, examinees should put the written exam on the desk next to them and remain seated. The examiners will collect the exams while wearing disposable gloves.

> At the end of the exam, the exam room must be left in the reverse order to the order in which the seats were taken, i.e. the seat or row of seats closest to the entrance/exit will begin. The examiner’s instructions must be followed.

> The building must then be left using the most direct route. If necessary, the examiners will accompany the examinee(s) out of the building to ensure that the building is. Examinees may not gather on the campus following the exam.

> Students who do not comply with the applicable hygiene rules and examiner instructions can be removed from the exam; the exam will be graded as "insufficient" (5.0).
Additional Special Instructions for In-Person Written Exams for Examiners and Exam Supervisors

Chemnitz University of Technology’s overall hygiene guidelines must be observed. The supervision of the compliance with the general and the specific hygiene concept for written exams is the responsibility of the exam supervisors. They are required to inform the participants of the applicable regulations before the start of the exam (ideally, the hygiene instructions for written exams are already communicated when the exam date is announced) and to document this in the form for tracking contact chains. The examination supervisor must point out to the students that they may be removed from the exam if they violate the applicable hygiene regulations or the instructions of the exam supervisors and that the exam will be graded as "insufficient" (5.0).

Every person at Chemnitz University of Technology is obliged to wear a surgical mask, FFP2 mask, or a mask of a comparable standard (e.g. KN95 or N95) in the outdoor area and in open spaces as well as in all publicly accessible rooms with regular public traffic (mask mandate). During all in-person exams, a medical mask is mandatory in addition to maintaining the minimum distance of 1.5 metres. If examinees are not able to wear a medical mask due to health restrictions, a corresponding certificate or a disability pass must be presented. If necessary, examinees will receive surgical or FFP2 masks from the examiner. While giving these masks out, examiners will wear disposable gloves and distance must be kept.

The buildings at Chemnitz University of Technology are not currently open to the public. Examinees must wait at the given meeting point 15 minutes before the exam begins. They are required to heed the distance markings in order to keep a minimum distance of 1.5 m from other people. The examiner will pick up the examinees in front of the building, observe their entry into the building (individual entry and usage of the hand disinfectant dispensers), and lead the examinees into the exam rooms while keeping the distance regulations and the right-hand walking rule.

In all examination rooms (lecture halls, seminar rooms, laboratories), regular disinfection of contact surfaces such as door handles, light switches, and the tables and desks used by examiners and examinees is organised centrally.

In addition, the disinfection of contact surfaces, objects, and work equipment must be carried out independently by examiners and students before use. The necessary disinfectants are provided.
> To use the computer pool rooms, examiners and examinees must wear disposable gloves. These will be distributed by the examiner on the day of the exam.

> In individually used rooms (such as laboratories), the disinfection of contact surfaces such as door handles, light switches, and the tables, and desks used by examiners and examinees is the responsibility of the respective examination supervisor. In order to be able to proceed independently, test supervisors should carry surface disinfectants and disposable wipes with them to the test date.

> Exams can only be carried out in large rooms with sufficient distance. In order to maintain the distance regulations in centrally managed seminar and lecture halls, Facility Management will mark the maximum number of persons permitted at the entrance to the room, reduce the amount of mobile equipment (tables, chairs), and mark seats not to be occupied in lecture halls with fixed seating, which must be observed.

> In the exam room, the rows of seats and their available seats according to the signs will be systematically filled in such a way that the seats are filled starting from those furthest away from the entrance. Instructions to this end are the responsibility of the exam supervisors.

> The exam room must be ventilated frequently and thoroughly by the exam supervisors (every 20 minutes, or more frequently depending on the size of the window). Ventilation systems can continue to be operated, as the risk of virus transmission is considered low and the air exchange volume is many times higher than in normal operation when the occupancy of rooms is reduced. Ventilation systems should not be shut off during operating or working hours because this can lead to a concentration of the virus in the air, which leads to a higher risk of infection. If these systems are not operated permanently, their operating times should be increased before and after the room is in use.

> Shortly before the start of the exam, identity checks are carried out by the exam supervisors at the examinees’ seats in compliance with the hygiene rules. The exam supervisors will additionally wear disposable gloves for this purpose. Before the start of the examination, the examinees place their student card or other official identification document on the desk next to them. In case of doubt, the supervisors may require the examinees to remove their mask for a short moment to check their identity.

> The exams are handed out and collected by the exam supervisors in rows, using the examinee’s neighbouring desk while the examinee remains seated. The exam supervisors wear disposable gloves for this purpose.

> A form querying contact data of students must be attached to the exams by the exam supervisors. This serves to facilitate contact chain tracking in case of (possible) infection with the coronavirus. Students are required to enter their contact details on this form and to hand it in with the exam. The examiner is required to register the students. However, the use of the forms for attendance or behavioural control of the in-person examinees is prohibited.
> At the end of the exam, the exam room must be left in the reverse order to the order in which the seats were taken, i.e. the seat or row of seats closest to the entrance/exit will begin. Examiners will provide instructions to this end.

> The building must then be left by the examinees (and the exam supervisors) using the most direct route. If necessary, the exam supervisors will accompany the examinee(s) out of the building to ensure that the building is locked.

> The issue and support of audio-visual presentation technology in centrally managed rooms is carried out following established procedures (ticket system, issuing of keys for media cabinets by security personnel) via Facility Management. Issued presentation technology, especially components with physical contact such as microphones and presenters, must be disinfected before removal from the media cabinets and immediately after use. Disinfectants and disposable wipes are available in the media cabinets.

> Returned exams and forms querying contact data of examinees may only be marked or handled with disposable gloves after the exam or alternatively must be stored at room temperature for at least five days.

> The completed forms querying contact data of students are to be treated strictly confidentially and destroyed three weeks after the exam in accordance with data protection regulations (e.g. by means of a shredder with at least security level P-4). Until then, the data must be stored protected from access by third parties or possible disclosure. The completed forms will remain in their respective area until they are destroyed (Department, Central Institution, etc.). Access or inspection is only permitted in case of a (possible) infection with the coronavirus and only by explicitly authorized persons of the university management in order to quickly inform those involved as well as to make information available to the responsible authorities. Those responsible, such as the Dean, Head of the Central Institution, etc.) must ensure that the corresponding inspection can be made possible without delay (granting of accessibility, if necessary representation regulation). Access or inspection is only permitted in case of a (possible) infection with the coronavirus and only by explicitly authorized persons of the university management in order to quickly inform those involved as well as to make information available to the responsible authorities. Those responsible, such as the Dean, Head of the Central Institution, etc.) must ensure that the corresponding inspection can be made possible without delay (granting of accessibility, if necessary representation regulation).