



Note: For improved readability, the generic masculine is used in the following. All references to persons, offices and functions refer equally to all genders.

Additional special instructions for written exams held in attendance for examinees



- > **The general hygiene concept of Chemnitz University of Technology must be observed. In addition, the instructions of the exam supervisors are to be followed at all times.**
- > The **following buildings will be opened** for the purpose of conducting exams in the central exam period on the relevant days (from 20 July until 15 August 2020) according to the exam schedule:
 - > Central Lecture and Seminar Building
 - > Rühlmann Building (access via gateway B Building)
 - > Weinhold Building
- > **Students taking an exam in the above-mentioned buildings must enter the buildings quickly**, keeping a minimum distance of 1.5 metres from other persons and **entering the respective exam room directly within a time window of 30 minutes prior to the start of the exam**, taking into account the right-hand walking rule and possible distance markings. Waiting at the designated assembly points is not necessary. 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 students to the appropriate rooms in the building. They are also required to inform the students that the regulations must be observed (e.g. wearing of mouth-nose covers, maintaining distances) in the corridors and hallways as well.
- > **For all other buildings, the principle of meeting points continues to apply**, i.e. **students** taking exams in other buildings than the ones explicitly mentioned above **wait on time 15 minutes before the start of the exam at the designated meeting points or in front of the building**. They are required to observe the distance markings there and thus maintain a minimum distance of 1.5 m from other persons. Where no distance markings are provided, analogous action must be taken on their own responsibility. **The admission** of students into the building for the purpose of taking a written exam **is exclusively handled by the exam supervisors**, who will collect the students at the designated assembly points and guide them to the exam rooms. After entering the building, the hand disinfectant dispensers shall be used.



Hygiene Concept of Chemnitz University of Technology

regarding the corona virus (SARS-CoV-2)

Version 1.3 (September 17, 2020)

- > For **rooms centrally allocated by schedule management** in these buildings (lecture halls and seminar rooms), **disinfection** of contact surfaces such as door handles, light switches, and the tables and desks used by examiners and candidates **is organised centrally** in the morning and between exams.
- > In the case of **individually used rooms** (e.g. laboratories), **disinfection is the responsibility of the respective exam supervisors.**
- > **Every person at Chemnitz University of Technology is obliged to wear a mouth-nose cover in buildings** (but not outside), i.e. all stairs, corridors, and shared rooms, if personal contact may occur. **Students must therefore put on their mouth-nose cover before entering buildings. However, if the minimum distance is observed, the mouth-nose cover can be removed for the duration of the exam. When leaving the seats in the examination room, the mouth-nose cover must be put on again.** Should students not be able to wear mouth-and-nose covers for health reasons, they must present a corresponding certificate or a severely disabled pass. If additional demand arises, students will receive disposable masks from the exam supervisors.
- > In the exam room, the rows with available seats according to the signs are 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; i.e. both examinee and examiner wear mouth-nose covers for the duration of the identity check.** 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 students to remove their mouth-nose cover for a brief moment to check their identity.
- > The exams are handed out by the exam supervisors using the neighbouring desk. **For this, both examinee and exam supervisor wear mouth-nose covers**, and the exam supervisor additionally wears disposable gloves for this purpose.
- > A **form** is attached to the exams in order to trace possible contact chains in case of an infection with the corona virus. **Students are asked to enter their contact details in their own interest on this form and to hand it in with the exam.**
- > Should students have to leave the examination room for a visit to the toilet after approval by the examination supervisor, they must first put on their mouth-nose cover and should 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.



Hygiene Concept of Chemnitz University of Technology

regarding the corona virus (SARS-CoV-2)

Version 1.3 (September 17, 2020)

- > **Eating and drinking during the exam should be kept to a minimum.**
- > **At the end of the exam time, examinees put the written exam on the desk next to them, remain seated, and put on their mouth-nose cover.** The collection of the exams is carried out by the exam supervisors wearing both mouth-nose covers and disposable gloves for this purpose.
- > 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 instructions of the test supervisors must be followed.
- > **The building must then be left using the most direct route.** If necessary, the exam supervisors accompany the examinee(s) out of the building to ensure that the building is locked - if required. **Accumulations of persons on the campus premises are not permitted after the exam either.**
- > **Students who do not comply with the applicable hygiene rules and the instructions of the exam supervisors can be excluded from the exam;** the exam will be graded as "insufficient" (5.0).



Additional special instructions for written exams held in attendance for examiners and exam supervisors



- > **The general hygiene concept of Chemnitz University of Technology 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 excluded 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).
- > **All persons at TU Chemnitz are required to wear mouth-nose covers in buildings** (but not outside), if personal contact may occur, i.e. on all stairs, corridors, and shared rooms. **However, if the minimum distance is observed, the mouth-nose cover can be removed for the duration of the exam. When leaving the seats in the examination room, the mouth-nose cover must be put on again.** If students are not able to do so due to health reasons, they must present a corresponding certificate or a severely disabled pass to the exam supervisors. If additional demand arises, students will receive disposable masks from the exam supervisors. Disposable gloves must be worn and the greatest possible distance must be maintained when the exam supervisors issue the masks.
- > The **following buildings will be opened** for the purpose of conducting exams in the central exam period on the relevant days (from 20 July until 1 August 2020) according to the exam schedule:
 - > Central Lecture and Seminar Building
 - > Rühlmann Building (access via gateway B Building)
 - > Weinhold Building
- > **Students taking an exam in the above-mentioned buildings must enter the buildings quickly**, keeping a minimum distance of 1.5 metres from other persons and **entering the respective exam room directly within a time window of 30 minutes prior to the start of the exam**, taking into account the right-hand walking rule and possible markings. Waiting at the designated assembly points is not necessary.



Hygiene Concept of Chemnitz University of Technology regarding the corona virus (SARS-CoV-2)

Version 1.3 (September 17, 2020)

- > Exam supervisors must therefore also have arrived at the respective room at least 30 minutes before the start of the exam. They are responsible for assigning students to the appropriate rooms in the building if several rooms are provided for an exam. They are also required to inform the students about compliance with the regulations in the corridors and hallways as well (e.g. wearing of mouth-nose covers, observance of distances).
- > **For all other buildings, the principle of meeting points continues to apply**, i.e. students taking exams in other buildings than the ones explicitly mentioned above wait on time 15 minutes before the start of the exam at the designated meeting points or in front of the building. They are required to observe the distance markings there and thus maintain a minimum distance of 1.5 m from other persons. Where no distance markings are provided, analogous action must be taken on their own responsibility. The **examination supervisors** collect the students in front of the building, **regulate the admission of the students into the building** (individual entry and subsequent use of the hand disinfectant dispenser) and guide the students to the examination rooms, observing the distance rules and the right-hand walking rule.
- > For **rooms centrally allocated by schedule management** in these buildings (lecture halls and seminar rooms), **disinfection** of contact surfaces such as door handles, light switches, and the tables and desks used by examiners and candidates **is organised centrally** in the morning and between exams.
- > In the case of **individually used rooms** in these buildings (e.g. laboratories), **disinfection** of contact surfaces such as door handles, light switches, and the tables and desks used by examiners and candidates **is the responsibility of the respective exam supervisors**. In order to be able to proceed independently, examination supervisors should carry surface disinfectants and disposable wipes with them to the exam.
- > **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, the Department of Building and Technology will mark the maximum number of persons permitted at the entrance to the respective room, reduce the number 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.



Hygiene Concept of Chemnitz University of Technology

regarding the corona virus (SARS-CoV-2)

Version 1.3 (September 17, 2020)

- > **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.
- > **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; i.e. both examinee and examiner wear mouth-nose covers for the duration of the identity check.** The exam supervisors 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 students to remove their mouth-nose cover 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 he remains seated. For this, **both the examinees and the exam supervisors wear mouth-nose covers**, and the exam supervisors additionally 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 corona virus. **Students are asked to enter their contact details in their own interest on this form and to hand it in with the exam.** There is no obligation to provide information, nor is there any obligation or right of the exam supervisors to work towards information disclosure. However, the latter are obliged to ensure the identity of the declaring person.
- > 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. Instructions to this end are the responsibility of the exam supervisors.
- > **The building must then be left** by the students (and the exam supervisors) **using the most direct route.** If necessary, the exam supervisors accompany the examinee(s) out of the building to ensure that the building is locked - if required.
- > The issuing 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 through security personnel) via the Department of Building and Technology. 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.



Hygiene Concept of Chemnitz University of Technology

regarding the corona virus (SARS-CoV-2)

Version 1.3 (September 17, 2020)

- > **Returned exams and forms querying contact data of students 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 confidential and to be 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. Access or inspection is only permitted in case of a (possible) infection with the corona virus and only by explicitly authorized persons of the university management. In this case, the examination supervisor has to ensure that the corresponding inspection can be carried out without delay (submission to the respective dean's office and, if necessary, representation provision must be ensured).