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 or personal protective equipment.

> Every person at Chemnitz University of Technology is obligated to wear a surgical mask, FFP2 mask, or a mask with comparable protection (e.g. KN95 or N95)

- in the outdoor area and in open spaces, if the minimum distance of 1.5 m cannot be maintained, as well as in
- all publicly accessible rooms with regular public traffic (mask mandate).

Consequently, such a mask is mandatory in all face-to-face examinations in addition to compliance with the minimum distance of 1.5 m.

The mask mandate does not apply to ...

- the person to whom the right to speak is granted, provided that the minimum distance of 1.5 m from others can be maintained at all times.
- individual workplaces or at the workplace, provided that the minimum distance of 1.5 m and the minimum area of 10 sq. m can be maintained at all times for each person present in the room and no hazard due to increased aerosol exchange is expected.

Attention must be paid to the proper handling of the medical mask or FFP2 mask (putting on and taking off, no shifting while wearing). Medical masks and FFP2 masks are provided to the users of the university library.

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1 On the one hand, the regulation covers rooms intended for the public, i.e. all indoor areas intended for use by the general public. On the other hand, it also covers other rooms intended for public use, i.e. rooms intended for use by an unspecified number of unknown persons, but which are not freely accessible because an admission control or similar procedure is first carried out or only an invited group of participants (e.g. in the context of a meeting) is permitted.

2 This exception does not apply if there is public traffic at the same time, e.g. in the context of classroom teaching and practical courses in laboratories and research halls or in the university library.
> The buildings at Chemnitz University of Technology are currently accessible to university members and affiliates. When entering the buildings, examinees are requested to maintain a minimum distance of 1.5 m from other persons and to pay attention to any distance markings that may have been placed and to the right-hand traffic sign. After entering the buildings, the hand disinfectant dispensers are to 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.

> 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.

> There is currently a testing obligation at Chemnitz University of Technology, i.e. the necessity of presenting or credibly demonstrating a daily\(^3\) negative corona rapid test, for teachers and students to conduct and participate in approved classroom teaching and examinations.

Acceptable are tests that are performed by medically trained personnel or under supervision at the university. To substantiate the performance of the test under supervision and its result, a form provided must be used and signed off by the respective supervising person.

Vaccinated\(^4\) and convalescent\(^5\) persons are exempt from the above test obligation. Appropriate proof (test, vaccination, or convalescent proof) must be provided in writing or digitally upon entering the university library, if necessary in combination with an official identification document or the TUC card (only a visual check is carried out, taking into account data protection concerns).

> 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.

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\(^3\) The wording "daily" means that the test must not have been taken more than 24 hours ago at the time of entering the university library.

\(^4\) Pursuant to Section 2(2) and (3) of the COVID-19 Protective Measures Exemption Ordinance - SchAusnahmV, dated May 8, 2021, a person is considered to have been vaccinated against SARS-CoV-2 coronavirus if he or she is asymptomatic and has in his or her possession a vaccination certificate issued to him or her in either embodied or digital form indicating that at least 14 days have elapsed since the last required single vaccination. The number of vaccine doses required for a complete vaccination refers to the publication of the Paul Ehrlich Institute. For a recovered person, the required number of vaccinations consists of one administered vaccine dose.

\(^5\) According to § 2 No. 4 and 5 SchAusnahmV, a person is considered to have recovered from the coronavirus SARS-CoV-2 if he or she is asymptomatic and has a proof of recovery in embodied or digital form issued to him or her based on testing by laboratory diagnostics using nucleic acid detection (PCR or PoC-PCR testing), which dates back at least 28 days and a maximum of six months.
> 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 students to remove their medical mask for a brief moment to check their identity.

> The exams are handed out by the exam supervisors using the neighboring 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. Students are required to write their contact details on this form and to hand it in with the exam. Alternatively, digital contact tracing is possible using the Corona-Warn-App, for which the corresponding QR code attached to the respective room must be scanned when accessing it.

> 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 locked - if required. Examinees may not gather on the campus before or 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).
Chemnitz University of Technology
Hygiene Guidelines
regarding the corona virus (SARS-CoV-2)
Version 1.9 (September 22, 2021)

Additional Special Instructions for In-Person Written Exams for 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 obligated to wear a surgical mask, FFP2 mask, or a mask with comparable protection (e.g. KN95 or N95)

- in the outdoor area and in open spaces, if the minimum distance of 1.5 m cannot be maintained, as well as in
- all publicly accessible rooms with regular public traffic (mask mandate).

Consequently, such a mask is mandatory in all face-to-face examinations in addition to compliance with the minimum distance of 1.5 m.

The mask mandate does not apply to ...

- the person to whom the right to speak is granted, provided that the minimum distance of 1.5 m from others can be maintained at all times.
- individual workplaces or at the workplace, provided that the minimum distance of 1.5 m and the minimum area of 10 sq. m can be maintained at all times for each person present in the room and no hazard due to increased aerosol exchange is expected.

Attention must be paid to the proper handling of the medical mask or FFP2 mask (putting on and taking off, no shifting while wearing). Medical masks and FFP2 masks are provided to the users of the university library.

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6 On the one hand, the regulation covers rooms intended for the public, i.e. all indoor areas intended for use by the general public. On the other hand, it also covers other rooms intended for public use, i.e. rooms intended for use by an unspecified number of unknown persons, but which are not freely accessible because an admission control or similar procedure is first carried out or only an invited group of participants (e.g. in the context of a meeting) is permitted.

7 This exception does not apply if there is public traffic at the same time, e.g. in the context of classroom teaching and practical courses in laboratories and research halls or in the university library.
The buildings at Chemnitz University of Technology are currently accessible to university members and associates. Examinees and exam supervisors 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 the case of individually used rooms (e.g. 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, examination supervisors should carry surface disinfectants and disposable wipes with them to the examination date.

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.

There is currently a testing obligation at Chemnitz University of Technology, i.e. the necessity of presenting or credibly demonstrating a daily\(^8\) negative corona rapid test, for teachers and students to conduct and participate in approved classroom teaching and examinations.

Acceptable are tests that are performed by medically trained personnel or under supervision at the university. To substantiate the performance of the test under supervision and its result, a form provided must be used and signed off by the respective supervising person.

Vaccinated\(^9\) and convalescent\(^{10}\) persons are exempt from the above test obligation. Appropriate proof (test, vaccination, or convalescent proof) must be provided in writing or digitally upon entering the university library, if necessary in combination with an official identification document or the TUC card (only a visual check is carried out, taking into account data protection concerns).

Examinations can only be carried out in large rooms with sufficient distance. In order to maintain the spacing regulations in centrally managed seminar rooms and lecture halls, the Department of Civil Engineering and Technology marks the maximum number of persons permitted at

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\(^8\) The wording “daily” means that the test must not have been taken more than 24 hours ago at the time of entering the university library.

\(^9\) Pursuant to Section 2(2) and (3) of the COVID-19 Protective Measures Exemption Ordinance - SchAusnahmV, dated May 8, 2021, a person is considered to have been vaccinated against SARS-CoV-2 coronavirus if he or she is asymptomatic and has in his or her possession a vaccination certificate issued to him or her in either embodied or digital form indicating that at least 14 days have elapsed since the last required single vaccination. The number of vaccine doses required for a complete vaccination refers to the publication of the Paul Ehrlich Institute. For a recovered person, the required number of vaccinations consists of one administered vaccine dose.

\(^{10}\) According to § 2 No. 4 and 5 SchAusnahmV, a person is considered to have recovered from the coronavirus SARS-CoV-2 if he or she is asymptomatic and has a proof of recovery in embodied or digital form issued to him or her based on testing by laboratory diagnostics using nucleic acid detection (PCR or PoC-PCR testing), which dates back at least 28 days and a maximum of six months.
the entrance to the respective room, a reduction of mobile inventory (tables, chairs) as well as a marking of seats that cannot 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 students 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 in their own interest 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. Alternatively, digital contact tracing is possible using the Corona-Warn-App, for which the corresponding QR code attached to the respective room must be scanned when accessing it.

> 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 students (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 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 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).