

### I. General Information

1. The current study and exam regulations are in effect, as are the general regulations for managing the effects of the corona virus pandemic on studying and academic affairs ([Link](#); in German) and its second amendment ([Link](#); in German).
2. Please observe the following:
  - The general recommendations provided by the Robert Koch Institute ([Link](#); in German), as well as
  - The Bauhaus-Universität Weimar Basic Hygiene Plan ([Link](#); in German).
3. It will be possible for you to disinfect your hands before entering exam rooms.
4. Individuals who are sick or experiencing cold-like symptoms should refrain from attending in-person exams. By doing so, you are protecting yourself and others from potential infection. Individuals experiencing COVID-19 symptoms may not participate in exams. In the case of similar symptoms due to another illness, medical proof must be provided.
5. Individuals who are under mandatory quarantine at the time of the exam may not participate in the exam. This also applies to individuals who have been in contact with someone who is infected with the SARS-CoV-2 virus. Please be aware of the regulations outlined by the »Thüringer Ministeriums für Arbeit, Soziales, Gesundheit, Frauen und Familie« (Thuringian Ministry of labour, social affairs, health, women and family affairs) ([Link](#); in German).
6. In the sports centres, lecture halls and in some seminar rooms, contact tracing takes place upon entry into the exam room via registration with the thoska card held to a card reader. In other rooms where this method is not applicable, the contact tracing form must be completed.
7. Regulations for municipal sports centres (Asbach- and Innenstadtsporthalle):
  - Eating and drinking is only permitted at the exam site.
  - Smoking is prohibited on all school property.
  - Use of the Sophienstiftplatz (Innenstadtsporthalle) school yard is prohibited.

### II. Before the exam:

1. All participants must wear a surgical mask or FFP2 mask when moving between, entering and exiting exam buildings. You may remove your mask once you have taken your seat. If the exam is being held in a sports centre, shoe coverings will be distributed on site.
2. The exam room will be opened at least thirty minutes before the exam begins in order to avoid the forming of crowds at the entrance.
3. Be sure to follow all instructions on how to arrive at the exam venue.
4. Individuals experiencing COVID-19 symptoms may not participate in exams.
5. Personal data of these individuals must be recorded.
6. If symptoms are due to a different illness, proof must be provided. Participating in exams is only allowed if your health permits.
7. Infection prevention concepts for the exam venue must be adhered to. These necessarily include a seating plan of the exam room and the monitoring of a waste bin for used cleaning wipes.
8. Be sure to bring with you a printed copy of the exam room seating plan (if available) to make it easier to allocate participants to their designated seats. Please explain that the designated seats (e.g. in lecture halls) have been marked (e.g. with green dot and number). For most rooms, the current »coronavirus seating plans« are available in the form of an image file on BISON.
9. Explain to students that they must fill out and complete the »Quarantine Declaration« and - in case there is no digital contact tracing with thoska - the contact tracing form, and that they must also place their photo ID (e.g. thoska) on the designated area.
10. Before the exam begins, briefly explain the rules of conduct during the exam, including the hygiene concept.
11. Do not distribute any writing tools and/or working materials to students.
12. Ensure that rooms without air conditioning are regularly aired out during the exam, especially during longer exams. Be sure to ventilate the room before and after the exam.

### III. During the exam:

1. Maintain a distance of at least 1.50 metres from students during the exam. If the minimum distance is not observed, a mask must be worn.
2. Students and examiners may remove their masks when they have taken their seats.
3. Identity check
  - a. Once students have taken their seats, they must place their photo ID (e.g. thoska) directly on the designated area on the table (in most cases this is on an unused, adjacent table). The ID must remain there for the duration of the exam.
  - b. Before (or during) the exam, IDs are to be checked from a distance without touching. Students may briefly remove their mask during the identity check.
  - c. Be sure to document where each student is sitting. The »coronavirus seating plan« and the list of registered exam participants can also be used as a reference for this purpose. Seat numbers may be noted prior to the arrival of exam participants or as they are entering the exam room.
  - d. Masks must be worn during the identity check.
4. Restroom use
  - a. Restrooms may only be used individually.
  - b. Students must inform the examiner by a show of hand.
  - c. Leaving the exam room to use the restroom is only permitted with the approval of the examiner. A mask must be worn when leaving the room.
  - d. Be sure to document any time someone leaves the room.
5. Questions during the exam
  - a. Students must raise their hand to ask a question.
  - b. A mask must be worn when asking and answering questions, regardless of whether the minimum distance is observed.

### IV. After the exam:

1. Wet wipe dispensers are available on site. Before leaving, students must wipe down their tables and seats (including backrest) themselves and then dispose of the wipes as they leave the exam room.
2. Ensure that participants are wearing a mask when exiting the building.
3. If students leave or finish the exam early:
  - a. Completion of the exam before the designated time must be signalled to the examiner by a show of hand.
  - b. The exam documents, including the signed »Quarantine Declaration« and - if necessary - the filled-out contact tracing form, will be collected from the designated area by the examiner (who will check if the exam is complete, all pages are there, exam has been signed, etc.).
  - c. Students must remain present until the examiner has completed the identity check.
  - d. Once this step has been completed, students may leave the exam room.

4. After the exam has ended:
  - a. Once the exam has finished, the examiners will ask the students to stop working and to turn the exam documents over.
  - b. The exam documents, including the signed »Quarantine Declaration« and - if necessary - the filled-out contact tracing form, will be collected from the designated area by the examiner (who will check if the exam is complete, all pages are there, exam has been signed, etc.).
  - c. Once this step has been completed, students may leave the exam room.
  - d. If possible, be sure to thoroughly air out the entire room after the exam (preferably cross-ventilation).
  - e. In the case of contact tracing in paper form, submit the appropriately completed contact tracing forms stored in sealed envelopes to the relevant deans' offices.

Questions regarding the basic hygiene plan can be directed to: Dirk Schmidt, Head of the Service Centre for Security Management | [dirk.schmidt@uni-weimar.de](mailto:dirk.schmidt@uni-weimar.de); Tel. -1210  
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