

Dear students,

we are aware that the current global situation is also associated with problems, health concerns and, last but not least, the uncertainty about your progress in studying for you as a student. On behalf of our faculty, we would like to inform you about the basic procedures during the upcoming examination phase of summer semester 2020.<sup>1</sup>

Further information including the examination schedule can be found on the website of the examination office: <https://www.inf.ovgu.de/pamt.html>

## 1) In-person exams

### Exclusion from participation

- You are not allowed to take an in-person exam if you
  - have typical symptoms of a SARS-CoV-2 infection (e.g. fever, cough, runny nose)
  - have had contact with a SARS-Cov-2 infected person in the last 14 days
  - have traveled from a risk area (according to the Foreign Office's travel warning) within or outside of Germany in the past 14 days.
- The application or non-application of these conditions must be confirmed in writing (see attachment to the exam sheet in the appendix). For individual exams, the signed confirmation can also be requested upon admission; the examiner will point this out in advance.
- If, due to Corona, it is impossible for you to physically take part in an in-person exam, you have the option of declaring your withdrawal by simply staying away from the exam without stating reasons. This is not considered a failed attempt and no evidence is to be submitted. This also applies to exams for which you have been officially registered.

### Basic conditions

- **Mouth-nose protection:**

To protect against infections from droplets and aerosols, you are obliged to wear a textile barrier in the sense of a mouth-nose covering (non-medical everyday mask) **during the entrance to the exam and the exit from the exam and during any questions and toilet visits.**

- This does not apply to people for whom the use of a mouth and nose cover is not possible or unacceptable (due to a disability, a pregnancy or for health reasons); this must be demonstrated in an appropriate manner. The chair organizing the examination must be informed one week in advance (unless the reasons have arisen at short notice).
- According to Section 1 Paragraph 2 of the 7th SARS-CoV-2-EindV of the LSA, any protection that is suitable due to its nature to reduce the spread of transferable droplet particles by coughing, sneezing and pronunciation is considered to be a mouth and nose cover, regardless of a label or certified protection category (self-made masks made from cotton or other suitable material, scarves, buffs and the like are also sufficient).
- For the entire duration of the exam (including entrance, during the exam, and the exit), you are obliged to keep a **minimum distance of 2m** to your fellow human beings.
- For identity checks on site, an official photo ID (identity card, Passport) in connection with your student ID is required.

### Cornerstones of the examination process:

#### **Entrance**

- Entrance begins approximately 30-60 minutes before each exam, while respecting the minimum distance. The examiners will communicate the exact entrance time appropriately.
- Before entering the examination room, you will be requested to thoroughly disinfect your hands (disinfectant is provided).

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<sup>1</sup> We ask students who come to Germany from abroad to follow the separate entry information and in particular quarantine regulations of the Federal Ministry of Health.

- The wearing of your mouth and nose cover will be checked
- If you arrive too late for the exam, you will in general no longer be admitted to the exam.
- Please pay attention to the signs and distance markings on site.

#### **During the exam**

- Take your seat as soon as possible. For certain exams, your seat will be allocated via the matriculation number.
- It be will ensured that your seat has at least two meters distance (in each direction) to those of fellow students.
- Your jacket and bag stay at your own seat the entire time.
- Only permitted materials are on your table. Especially cell phones, smart watches or the like must be switched off completely and stowed away.
- You are only allowed to leave your assigned seat after explicit permission from the supervisors (e.g. for going to the toilet).
- If you have a question or other concern, draw attention to yourself with a hand signal.

#### **Exit**

- The written work is put on the examiner's table one by one. The minimum distance from the examiner must be observed and a mouth-nose cover is required.
- Stay in place until you are asked to leave the room.
- The examination rooms are left individually and immediately. There should be no group formation in front of the examination room!
- Move away quickly from the examination room while maintaining the minimum distances.

## **2) Online exams**

- In exceptional cases, oral examinations can be taken as oral online module examinations if oral attendance examinations are not permitted due to the Corona containment ordinance in the currently applicable version, the examination board orders this or at the request of the student if, for reasons beyond his/her control, he or she is unable to take an in-person test for a longer period of time. Such reasons include travel restrictions and quarantine measures. The application must be submitted to the examiner.
- An official photo ID (identity card, passport) in connection with your student ID must be available for identity verification.
- You need to ensure access to a powerful, durable and stable internet connection.
- For oral exams you also need a webcam and a powerful microphone on your computer.
- "Written Reports" are held (if necessary) in the context of the respective e-learning Course, but as with other types and forms of examinations, registration for the exam in advance is required.
- In the case of connection breaks or technical problems through no fault of one's own during an online exam, a repetition of the examination attempt is possible at the next examination date (in the next semester). In the event of short-term disruptions, in justified exceptional cases the examiner can also continue the exam immediately or start again.
- Detailed questions about the preparation (if necessary, scheduling appointments for oral exams), about the procedure and about the implementation of the online exam must be clarified in advance with the person responsible for the module. The Examination Office should not be contacted on these matters.

The FIN wishes you success in the exams!

## Appendix to the exam sheet

Information in accordance with Section 2 (4) of the 7th SARS-CoV-2-EindV dated June 30, 2020

First and last name: \_\_\_\_\_

Matriculation number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Seat number (if available): \_\_\_\_\_

I have noticeable symptoms of COVID-19 or any cold symptoms. Symptoms that are based on chronic diseases certified by a doctor (hay fever and other allergies etc.) are excluded.	Yes [ ] No [ ]
I have had contact with someone who has returned from abroad in the past 14 days and is subject to quarantine restrictions after returning.	Yes [ ] No [ ]
I have had contact with infected people within the past 14 days.	Yes [ ] No [ ]

With my signature I confirm the accuracy of the above information. I am aware that I can not take the exam if I answer "yes" to any of the above questions. I have taken note of the data privacy information below.

Magdeburg, (date)

signature

### Data privacy notice

This self-disclosure and the personal data entered there are only kept in the Faculty of Computer Science of the OVGU and only in paper form (no electronic storage).

Further data processing will only take place if within four weeks after submitting the declaration, it is determined that the student or one of his / her contact persons in the university buildings has been tested positively for COVID-19. In this case, the personal data will be used to identify possible contact persons. In this case, the data will also be passed on to the local health authorities.

The data collection, data storage and possibly data use therefore only serve the health protection of students and possible contact persons.

The data will be destroyed at the latest six weeks after submission of the declaration in the Faculty of Computer Science at the OVGU.