Security concept
for the implementation of attendance examinations in the summer semester 2020
at the Julius-Maximilians-Universität Würzburg

Based on the decision of the state government of April 18, 2020, the prerequisite for the performance of attendance examinations at the Julius-Maximilians-Universität Würzburg in the summer semester of 2020 is strict compliance with the guidelines for the implementation of the Second Bavarian Ordinance on Protective Measures Against Infectious Diseases of April 30, 2020 (Annex 1), and the subsequent rules of the university security concept based on these guidelines. They must be strictly adhered to when conducting attendance examinations.

A.

As far as this is possible, justifiable and legally permissible examination formats that do not require attendance should be used. The attendance examination should be planned with the minimum number of persons assembled. Mixed forms should also be considered. For example, an oral examination could be held by examiners and examinee in an appropriately large room and the recorder is connected via a video link.

B.

During the implementation itself, the following principles must be observed in addition to the guidelines:

1) The candidate must be registered for the examination according to the regulations of the L/ASPO.
2) The examination, the examination date, the examination location and the examination period (time) must have been made known to the candidate in good time, but at least 14 days in advance, by means of suitable electronic systems.
3) The examination location must be chosen such that it is suitable to admit candidates for registration according to the following criteria:
   a) The space for registration shall be such that a minimum distance of 1,5 m from persons standing behind each other is ensured. And there shall be no more than 10 persons in the waiting area or queue.
   b) In order to avoid an excessive queue, candidates should be placed in cohorts for registration (e.g. letters A - C from ... to ...).
   c) Supervising personnel shall be deployed to ensure that queuing for registration is carried out in an orderly manner, that the distances and maximum number of persons in the queue are observed and, if necessary, that organisational measures are taken to ensure this.
4) After any necessary registration, and otherwise after their arrival in the examination building, candidates must immediately enter the exam room and take their seats. When arranging the seats, the following criteria are to be observed:

a) The exam room must be selected in such a way that it can accommodate the intended number of examinees in compliance with the distance regulation.

b) There shall be a distance of at least 1.5 m between the seats to the front and to the rear as well as to the right and left.

c) There must be a sufficient number of supervisory staff in the exam room from the time the room is opened until the last examinee leaves the room at the end of the examination, who have to ensure, on the one hand, that the rules of distance are observed and, on the other, that the examination process is carried out properly.

d) The equipment of the sanitary rooms with sufficient cleaning agents and disposable towels shall be ensured by the supervisory staff in coordination with the responsible property managers before the start of an exam. Toilet access must be regulated in such a way that compliance with the distance regulation on leaving and returning is not endangered and attempts at deception are prevented.

e) In the exam room, regular air exchange - also during the test - must be ensured (guideline: air the room for 5 minutes every 45 minutes unless this is ensured by technical measures). In order to improve the air quality, the exam room may not be used for one hour between two test dates. Depending on the type and extent of use, a specific cleaning concept must be drawn up.

5) After the end of the examination, the candidates may not leave the exam room at once, but only one at a time. The supervisory staff must ensure that this regulation is strictly adhered to. In addition, it must be ensured that the examinees leave the building immediately, keeping a distance of at least 1.5 m.

6) The supervisory personnel must be instructed that these regulations are to be implemented for the candidates and for themselves. The supervisory staff shall be provided with a mouth and nose cover (face mask) for the duration of the exam, which shall be worn by them.

7) In a notification of the examination, the candidates must be informed that a violation of the rules of distance may lead to exclusion from the examination. In addition, they must wear a private face mask until they take their seat and must also observe the hygienic recommendations - e.g. sneezing etiquette - in all other respects.
8) On the day of the examination, candidates must provide written information as to whether they are free of respiratory infection symptoms (cough, rhinitis, sore throat), loss of smell and taste in connection with fever (≥ 38.0°C), are not under officially ordered domestic quarantine and have not entered the Free State of Bavaria from a state outside the Federal Republic of Germany in the last 14 days, which is still subject to quarantine obligation (see daily updates under https://www.stmgp.bayern.de/coronavirus/massnahmen/#CTT in the section “Ansteckungsgefahr durch Quarantänenmaßnahmen für Einreisende eindämmen”). This information is obligatory; failure or refusal to provide it will result in exclusion from the test.

In case of entering Germany, participation in the exam is prohibited until the home quarantine period has expired; in case of the above mentioned symptoms, participation can only be allowed after a Covid-19 test with negative results.

If examinees should show the above mentioned symptoms during an exam which is lasting several days, the exam can only be continued after a SARS-CoV-2 test has been completed with a negative result.

9) Examinees who belong to groups with an increased risk for a severe course (risk groups according to the Robert Koch Institute) are recommended to take the necessary measures for self-protection. This may include wearing respiratory protection with the individually required protective effect. If necessary, the university offers appropriate advice on this from the company doctor.

10) Each candidate must bring along all work equipment necessary for the examination and not provided by the examination officers. This necessity must also be explicitly referred to in the invitation to the exam.

This set of rules cannot cover every examination situation. The persons responsible for examinations are therefore called upon to solve arising situations in the spirit of these regulations and always give priority to health protection.

C.

If an attendance examination is to be held, the Dean of Studies in charge must be notified of this at least two weeks before the examination date by means of a checklist stating the module, examination date, examination location, examination duration, number of candidates and other information on the implementation of the university security concept, and the Dean of Studies in charge must be assured that this security concept will be adhered to for the performance of attendance examinations. The university management shall be allowed to inspect the documents at any time.