



## Organisational instructions for conducting examinations in halls

### General

Until further notice, teaching and examinations should be carried out as much as possible without the physical presence of participants and adapted to digital formats. Examinations at which participants are physically present are possible if they comply with the health protection regulations detailed below. The protection regulations are in line with the provisions of the Free State of Thuringia and the City of Jena. The relevant module coordinators and the invigilators are responsible for compliance with the regulations.

#### **Involving the Lecture Hall Management Team in Division 4**

For all examinations in lecture halls, please contact Lecture Hall Management in Division 4 ([raumverwaltung@uni-jena.de](mailto:raumverwaltung@uni-jena.de)) in good time – one week in advance as a rule – to discuss arrangements. This also applies if you are using rooms for the examination that are not centrally managed. The Lecture Hall Management section will support you in complying with the protection regulations. It will determine the number of participants that are permitted in the lecture halls and seminar rooms under the current regulations. Seats which must not be occupied will be cordoned off accordingly (made visible with barrier tape). In addition, Lecture Hall Management will check whether there are any conflicts with other educational activities, such as the digitisation of lectures or seminars.

#### **Face masks**

All those present are obliged to wear a face mask, including during the examination. Please inform the participating students about this beforehand. The only exceptions are the common and traffic areas (e.g. corridors) of the buildings, provided the protection and hygiene measures (in particular the minimum distance of 1.5 m) can be complied with there. Although most people now have their own face masks, additional masks should be available in the interests of safety. Division 4, Lecture Hall Management or Technical Safety, will also support you in making face masks available. Please let them know what you need in good time ([raumverwaltung@uni-jena.de](mailto:raumverwaltung@uni-jena.de)).

#### **Declaration on Persons at Risk**

Due to the general regulations of the City of Jena and the Free State of Thuringia, the participants have to provide confirmation that they are not affected by exclusion criteria (quarantine regulations). For this purpose, each individual student can be given a 'Declaration on Persons at Risk' form beforehand or the students can provide this confirmation by signing their names in a table made available at the examination. You can find the forms in the HanFRIED Administration Guide. After the examination, please hand in the tables or forms to Division 4, Lecture Hall Management section, for storage. If possible, make copies of the forms before you send them.



### **Security Service**

Several invigilators may be needed to ensure compliance with the protection and hygiene measures, in particular the essential minimum distance of 1.5 m (e.g. when students enter or when assigning seats). If you are unable to provide a sufficient number of invigilators, please contact Division 4, Lecture Hall Management section in good time ([raumverwaltung@uni-jena.de](mailto:raumverwaltung@uni-jena.de)). If you involve Lecture Hall Management in good time – as a rule one week beforehand – they can put a security service at your disposal.

### **Ventilation of lecture halls and seminar rooms**

Please ensure proper ventilation of all rooms used for examinations that are not air-conditioned. In all lecture halls and seminar rooms equipped with supply and return air systems, Lecture Hall Management will generally switch the ventilation to outdoor air supply when it prepares the rooms for the examination.

### **Opening the buildings**

From 20 April 2020, the University buildings will be successively reopened. However, the University's research and administration buildings continue to be open only to employees, students sitting university examinations (in exceptional cases also for practical and laboratory work), and external service providers (e.g. construction companies, installation and delivery companies, cleaning staff).