

Information for Students

Examinations at the Law and Economics Campus, Kugelberg (amusement arcade/gym) and Seltersberg

In accordance with the documents and guidelines for protective measures for examinations and general occupational health and safety of JLU.

(Status: 06.07.2020)

Dear students,

In order to ensure that the upcoming examinations for the 2nd examination date of the winter semester 2019/20 in the examination weeks of 27.07.2020-07.08.2020 as well as the summer semester 2020 in the examination weeks of 28.09.2020-09.10.2020 are conducted as smoothly as possible, I would like to ask you to read and observe the following information very carefully. In addition, I would also ask you to confirm on the enclosed form that you have taken note of the conditions of participation, particularly with regard to possible corona symptoms. Even with only slight symptoms you are not allowed to participate in the exams. If you have symptoms of illness, you must in any case cancel your registration by email to the Examination Office FB 02 **before the examination**. Failure to appear on the day of examination without prior cancellation is considered a failed attempt. However, due to the corona pandemic, there is no obligation to present a medical certificate until further notice.

Good luck and success for the upcoming exams and stay healthy.

With kind regards,

Prof. Jürgen Meckl
Dean of Studies

1. Prior Information

General Rules of Conduct:

- Keep a distance of at least 1.5 metres between you and other people.
- Continue to pay close attention to your personal hygiene, especially regular and correct hand washing and consistent adherence to the cough and sneeze label.
- Avoid touching mouth, eyes, or nose with your hands at all times.

Examination authorisation in the context of health protection:

- You may only take part in the exam if you do NOT have any cold or flu symptoms.
- Persons who have returned from a foreign trip outside the EU or the Schengen area in the last few days are also NOT allowed to participate. Participation is only possible if a 14-day quarantine period has been observed in advance. The regulations of the German Foreign Office regarding trips abroad must be observed (<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/covid-19/2296762>).
- If you have had contact with a Covid-19 patient in the last 14 days, participation is also NOT possible.

- If you fall ill with Covid-19 yourself within the first 14 days after the examination, you must report this immediately to the dean's office (in order to be able to trace possible ways of infection).
- Bring the signed form confirming your eligibility for the examination ("symptom-free") with you to the examination.

Location of the Exam:

- Find out in good time on which campus and in which room you are writing an exam. You will receive this information from the professorship that is conducting the exam.
- Look at the attached maps to see where the entrance to your lecture hall is located. Avoid unnecessary walking distances and do not walk across the buildings to get to your room. If walking routes are signposted, they must be followed. Wait outside (waiting areas are marked). If necessary, make sure you wear weatherproof clothing.
- Please arrive in front of your lecture hall at least 30 minutes and at the earliest 60 minutes before the start of the examination.
- A minimum distance of 1.5 meters from other people must be maintained on the entire campus. If this is not possible, a mouth and nose mask must be worn.
- At the Kugelberg campus area, the **footpaths** to the gym are marked with blue and to the arcade with red floor markings. The parking areas are also marked. Please have a look at the map.
- If you need **barrier-free access** to the Kugelberg campus area, you can call the property management who will help you (0641-9925280).
- A **barrier-free toilet** is located on the Kugelberg campus in the multi-functional building (Building 5, see map). Please call a supervisor if necessary. The caretakers will be informed and will show you the shortest route and accompany you.

2. Protective Measures / Disinfection

Mouth-nose-masks / working aids:

- When accessing the rooms, it is **absolutely necessary** to wear **mouth-nose-masks!**
- When several people are working together (e.g. conversations with supervisors) or when using traffic routes, the minimum distance of 1.5 metres must be observed. Where this cannot be guaranteed technically or organisationally, it is essential to wear a mouth-nose-mask.
- Work equipment/aid etc. must be used on a personal basis.

Disinfection

- A **hand disinfectant** is available at the entrance to the rooms. These are to be used **before entering** the rooms.
- Wipes with **surface disinfectant are available** in every room entrance, which you can use on your own responsibility to disinfect the tables if required. For the disposal of the wipes, there are numerous waste bins available in the rooms.

3. Admission to the Exam / Presence

- Before you enter the room, keep your student ID card, the form confirming your eligibility for the examination (see page 7) and the aids permitted for the examination ready. The following aids are permitted for the examination *Leadership*:
 - English dictionary (paper-based, not electronic)
 - Catering
- Switch your mobile phone to mute already in the waiting area. You are **not** allowed to take your mobile phone to your seat!
- The identity check is carried out upon entry into the room. You will be assigned your seat number there.
- When entering the room, place your bag and jacket on the edge. Take only your student ID card and approved aids to your seat. Sit down quickly. Tables and chairs may not be moved.

4. Notes during the Exam

- Put your **student ID card** and the signed form confirming your eligibility for the examination ("symptom-free") on the table if you did not have to hand it in at the entrance.
- Supervisors and examinees should wear a mouth-nose-mask if the safety distance of 1.5 metres cannot be maintained (e.g. during conversations, examinations, etc.). In any other cases, no mask must be worn during the exam. You can do so if you feel more comfortable, but it is not obligatory.
- Toilet breaks are not intended during the exam. If you still need to use the toilet urgently, please contact the supervisor. The toilet can only be used by one person at a time.

5. Handing in the Exams / Leaving the Rooms

- The exam is handed in according to the instructions given by the supervisors.
- If you want to hand in your exam before the end of the exam, please report to the supervisor. Wait at your seat until the supervisor comes to you. Leave the room without disturbing your fellow students and always keep the minimum distance! If leaving your seat early leads to a violation of the rules of hygiene and conduct, you must remain in your seat until the end of the exam.
- **The exits** are marked. The rooms are to be left exclusively through the marked exits while **maintaining the minimum distance**.
- The **campus area is to be left quickly**. Avoid crowds.

6. Site Plan for Examinations on the Law and Economics Campus



7. Site Plan for Examinations on the Kugelberg Campus Area



8. Site Plan for Examinations at the Seltersberg Campus Area





Name, first name

Registration / matriculation number

EXPLANATION

I hereby declare that I have taken note of the fact that only those are allowed to participate in the exam who

- show no symptoms of corona infection,
- have not had contact with a person who tested positive for CoVid19 in the last 14 days,
- have not been abroad outside the EU or the Schengen area.

Possible symptoms of a CoVid19 infection include

- Fever
- Cough
- Sniffles
- Sore throat
- Headaches and aching limbs
- Shortness of breath
- Diarrhoea
- Loss of the sense of smell and/or taste

Date and signature

Notes:

Non-participation in the exam due to the corona pandemic will NOT have any negative consequences for you; in particular, it will NOT be considered a failed attempt. If you have any symptoms of illness, you must, however, cancel your registration by email to the Examination Office FB 02 before the examination. Failure to appear at the examination date without prior cancellation will be considered a failed attempt. Due to the corona pandemic, there is no obligation to present a medical certificate until further notice.

Even if you exceed the number of semesters, you can still take part in the following exam of the corresponding course.