

Dear students,

Knowing that the current worldwide situation brings forth considerable problems, health concerns, and uncertainty about your study progress for you as a student, we would like to inform you on behalf of our faculty of the basic procedures during the upcoming examination phase of the **summer semester 2020 (13.07. to 31.07.)**.¹

The Faculty of Economics and Management have taken the necessary steps to ensure your safety during examinations: the in-person exams are based on a comprehensive, fully approved distance and hygiene approach. Additionally, a number of exams will be available in digital form, i.e. either as oral exams or as take home exams *online*. You can find the current **“hybrid examination schedule“** [here](#).

1) Online-Exams

- For identity checks, official photo identification (ID card, passport) in combination with your student ID is required.
- You must ensure access to a high-performance, permanent, and stable Internet connection.
- For oral exams you will also need a webcam and a high-performance microphone on your computer.
- "Take Home Exam" are (if necessary) carried out as part of the respective e-learning course, but, as with other types of examination, require that you register for the examination in advance and in due time.
- In the event of **credible interruptions** of connection **through no fault of the student** or technical problems during an online examination, it is generally possible to repeat the examination attempt on the next examination date (in the next semester). In justified exceptional cases, the examiner can immediately continue or reschedule the exam in case of short-term disruptions.
- **Detailed questions** regarding the preparation (if necessary, coordination of dates for oral exams), the procedure, and the execution of the online exam must be asked in advance to the **person responsible for the module** in question. It is not appropriate to contact the examination office with these matters.

¹ As you have already been informed in the e-mail from the Dean's Office of Studies dated 9 June, we ask students who enter Germany from abroad to observe the special entry regulations and especially the quarantine regulations of the [Federal Ministry of Health](#).

2) In-Person Exams

Exclusion from participation

- You are not allowed to take part in an in-person exam if you:
 - have typical symptoms of a SARS-CoV-2 infection (e.g. fever, coughing, cold)
 - had contact with a SARS Cov-2 infected person in the last 14 days
 - have travelled within the last 14 days from a high-risk area (according to the travel warning of the Foreign Office) within or outside Germany.
- If it is impossible for you to participate in an in-person exam due to corona, you have the following options:
 - withdraw from the examination without giving a reason by simply **not attending**. This will not be considered a failed attempt and no proof must be submitted. This also applies to examinations for which you have been registered ex officio.
 - submit an „[Application for a change of examination type](#)“ by **3 July at the latest**. This must be accompanied by the **required proof**.

Fundamental Conditions:

- **Mouth-Nose Protection:**

To protect against infections via droplets and aerosols, you are **obliged**² to wear a textile barrier in the sense of a mouth-nose cover (non-medical everyday mask) **for the entire duration of the examination** (including admission, during the examination, and exit).³
- You are obliged to keep a **minimum distance of 2m** to your peers for the entire duration of the examination (including admission, during the examination, and exit)
- Official photo identification (ID card, passport) in connection with your student ID must be presented for the identity check on site.

² This does not apply to persons who cannot or cannot reasonably be expected to use a mouth-nose-cover because of a disability, pregnancy or for health reasons; this must be substantiated in an appropriate manner.

³ According to § 2 para. 2 of the 6th SARS-CoV-2-EindV of the LSA, a mouth-nose-cover is considered to be any protection which, by its nature, is suitable for reducing the spread of transmissible droplet particles through coughing, sneezing and speaking, regardless of an identification mark or certified protection category (self-made masks, scarves, shawls, buffs and the like made of cotton or other suitable material are therefore also sufficient).

Important aspects of the examination process:

Admission

- Approximately **25-20 minutes before each examination**, the admission begins while maintaining the minimum distances
- You will be asked to **disinfect** your hands extensively before entering the examination venue (disinfectant is provided)
- The wearing of your **mouth-nose cover** will be checked
- If you are clearly ill, you will be denied access.
- If you are late for the exam, you will not 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, as assigned by your matriculation number.
- It will be ensured that your seat is at least two meters away from that of another student in each direction.
- Your jacket and bag will remain in your seat the whole time.
- Only permitted aids are allowed at your seat. In particular, mobile phones, smart watches or similar devices must be completely switched off and stowed away.
- You must wear your **mouth and nose cover throughout**.
- You are only allowed to leave your assigned place (e.g. to go to the toilet) after receiving explicit permission by the supervisory staff.
- If you have any concerns, please draw attention to yourself by raising your hand.
- An early handing in of the exam is not possible.

Exit

- At the end of the exam, the structured, phased (not all at once) exit from the room takes place.
- Stay in place until you are asked to leave the room.
- Move quickly away from the area in front of the examination room while maintaining the minimum distances.

The FEM wishes you success in your examinations!