

Prof. Dr. Ralf Krämer Weiden, 27.6.2022

(Chairman of the PK WEBIS)

Examination procedure for examinations at the WEBIS faculty

Dear students,

Please note the following instructions for a proper examination procedure according to the infection protection concept of the OTH, as of 29.4.2022 (on the homepage under "Information on Coronavirus"). As far as the university management publishes newer instructions, these are to be considered.

#### 1. mask obligation

In accordance with the hygiene concept, the wearing of an FFP2 mask is recommended on the entire university premises and especially in the building (including corridors, staircases, toilets) and also during the examination.

#### 2. keep a safety distance of 1,5 m

The safety distance must be maintained on the premises and in the building (including the examination room). The tables are set up accordingly. Please place the chairs in the middle of the tables.

#### 3. entering the examination rooms / attendance lists / student ID card

The examination rooms will only be entered after the invigilators have asked you to do so. Attendance lists are available at the entrance. Everyone must sign in with their own pen (have it ready!) and show their student ID.

Those who have not registered in time and are not on the attendance list will not be admitted to the examination.

#### 4. exam tasks

The assignments are already hidden on your seat. They may only be turned over when the proctor announces the start of the examination.

#### 5. choice of seat in the examination room

You will be informed of your examination room in good time. In the examination room, the seats are to be taken from the back to the front. First, take the seats that are further away from the center aisle.

#### 6. ventilation

During the examination period, the windows will be opened every 30 minutes for 5 minutes at a time. Work may continue during this time. The examination time is not extended by the ventilation time.

#### 7. handing in the exams

At the end of the working time you will be asked to leave the examination room one after the other (keep your distance, the front rows first). You will place the examinations on a table at the front of the room.

#### 8. leaving the examination room and the building

Please leave the building and the university grounds after the exam without further delay and keep the minimum distance.

Good luck with your exam and thank you for your support!

Only in this way can we conduct examinations at our university with the necessary security for all!