

## On-site examinations – Uni-list-e-mail from Prof. Andreas Musil, 1 February 2021

Dear Sir or Madam, dear students, dear colleagues,

The current containment ordinance does not include any changes in terms of studies and teaching. That is why I did not contact you yet. However, the main examination period is approaching and some exams are already taking place. I would therefore like to briefly outline the procedures for this and point out a few rules of conduct.

First of all, I am pleased to announce that the legal framework for electronic examinations is in place following the [amendments to the BAMA-O and BAMALA-O regulations](#) that have been published in the meantime. Some of the essential aspects of this are:

- activation of the camera and microphone features
- if the examination is offered digitally, students have the option of taking the examination in person
- procedure in case of (technical) disruptions

Open book exams are still possible and encouraged. In addition, we also recommend that as many examinations as possible be transferred to digital formats. In the current situation, this setting allows for broad participation of all students and is therefore preferable, also in terms of equal treatment. Ideally, written examinations should be offered digitally and in person at the same time. However, if examinations can only be taken in person, I would ask the teaching staff members to offer another examination date in addition to the required repeat examination date at a time when the general conditions will once again allow for a more risk-free attendance. That way, we can ensure that even students who, for a variety of reasons, were unable to attend the offered dates are not disadvantaged. An additional complicating factor in some cases is that groups of student at a disadvantage, in particular, may already have been unable to participate in the examinations of the previous winter semester and would therefore be held up in their academic progress once again.

For the on-site examinations that are taking place, 50 is still the maximum number of people per room, even in the large lecture halls. You can find the [usage plans](#) of all seminar rooms and lecture halls on the intranet. They are typically also displayed at the entrance. Only the seats approved in the room's usage plan may be occupied. Students are asked to please adhere to the seating charts provided when choosing a seat. The person supervising the room should work towards adherence to these rules.

In addition to teaching and research activities, all our buildings are also used by our administration as office buildings. Wearing a medical mask instead of a simple cloth mask has therefore been mandatory for everyone in university buildings since the publication of the new containment ordinance. We ask that all students also bring such a mask (surgical mask, FFP2 mask or equivalent) with them to the examination. In support of this, a surgical mask will be provided by the university for students who take part in an on-site examination. However, I would like to point out that this is a service provided by the UP and that an examination can in principle also take place if there are not enough masks provided

by the university. The medical mask must be worn for the entire duration of the examination; however, it may be removed in order to drink or eat.

Depending on the room-specific ventilation requirements, it may be necessary to open the windows during the examination. Therefore, please bring sufficiently warm clothes with you. In such cases, students should be allowed to wear jackets during examinations whenever possible.

I urge you to make sure that you enter the buildings at a distance and that groups do not form, even in the foyer rooms and corridors. The same applies to outside areas. If there are prescribed paths to be used, please follow these instructions. In any case, please allow more time for admission than usual, at least 30-45 minutes, as the “hands, face, space” rules must be observed in this context as well. If possible, I recommend you use Schreib.UP for identity checks via PUCK.

We wish you a successful and trouble-free examination period. Let us all hope for an improvement of the situation, so that the next containment ordinance, which is expected to be implemented on February 15, can perhaps be passed under conditions that are more auspicious.

Kind regards,  
Prof. Dr. Andreas Musil  
Vice President for Teaching and Studies