

FMA hygiene concept for conducting written examinations under SARS-CoV-2 conditions

General information

Students and examiners/ supervisory staff shall keep a distance of at least 2 meter between them in all situations. Only for a very short period of time may this distance be undercut if both/all participants wear a mouth-nose cover (e.g. at the entrance, to check student IDs or in case of questions during the examination).

Before and after each exam, there will be increased ventilation, i.e. between consecutive exams continuously, on individual dates at least 30 minutes before and after. Depending on local conditions, this is done by opening the windows by the supervisory staff and/or the ventilation system.

Surface disinfection of work surfaces, seat backs and other relevant objects is carried out after each test by the supervisory staff. Appropriate disinfectants and disposable gloves can be obtained from the institute secretariats and the dean's office.

Only those students who are on the registration lists are entitled to take part in the exams (no students can be re-registered for the exams, as the concept was created with the existing registrations). Non-participation in the examination does not require a corresponding proof (medical certificate), a failed attempt will not be credited.

Only students who do not show typical symptoms of a SARS-CoV-2 infection (especially fever, dry cough, shortness of breath), who have not had contact with people infected with SARS-CoV-2 in the last 14 days before the examination date and who have not travelled from a risk area within or outside of Germany (according to the Robert Koch Institute or the travel warning of the Foreign Office) in the last 14 days may take the examination.

Preparation

Rooms and seat distribution

The distribution of seats in the individual test rooms is organised in such a way that a minimum distance of 2 meter in each direction is maintained between the examinees and at the same time it is possible to reach the seat while maintaining this distance.

A corresponding seating plan has been drawn up in cooperation with all examination offices for each individual examination room (see attachment).

The seats to be occupied are clearly and visibly marked with black and yellow adhesive tape.

The exercise sheets and supplementary sheets are placed on the table upside down to minimize contact before the start of the examination. Alternatively, the exercise sheets can be distributed by the supervisors (see exam procedure). In this case it is mandatory that all persons present in the room wear a mouth-nose cover.

Supervisors

The implementation of the hygiene concept has resulted in a considerable increase of additional supervisory personnel. This need is covered by regularly scheduled scientific staff and by additional supervisors to be determined, who must be requested/determined by the person responsible for the examination.

This hygiene concept is made available to every supervisor.

Information for students

Students will be informed about the measures taken regarding the procedure and participation in examinations via the usual communication channels (publication on the website of the FMA Examination Office: <https://www.math.ovgu.de/Studierendenbuero.html>, notice board). In addition, each student will receive this information by email at least one week before the respective examination.

Students are requested to arrive at the examination room 30 minutes before the start of the examination. Start of the examination and the examination room are registered in the LSF Portal and in the examination schedule.

If, due to the design of the examination building/room and the number of registered candidates, large queues are expected to form in front of the rooms, students will be informed in advance by email about when and where they will arrive for the examination and how the admission procedure is planned.

The supervisory staff will ensure that the minimum distance of 2 meter in the queues is maintained.

Admission to the examination room

Admission to the examination room is individual and is controlled by the supervisory staff. The identity check is carried out on the basis of appropriate documents and at the same time the actual presence of the students on the examination list is checked and noted. It is therefore not absolutely necessary to record individual personal data (name, address, etc.) in order to identify contact persons if necessary at a later date.

A sufficient amount of hand disinfectant is available for students at the entrance, students bring their own masks (only a small supply is provided).

Seating in the lecture hall is controlled from the side opposite the entrance, in larger rooms the supervisory staff assign the seats. They guide the examinees to their seats. These are assigned according to the time of entry, from front to back, the rows from the middle to the margins.

Only marked seats are occupied.

A mouth-and-nose cover must be worn by both the student and the supervisory staff during the identity check. If, despite controlled admission to the building, queues form in front of the examination rooms, it is mandatory to wear mouth-and-nose covers and to maintain a minimum distance of 2 meters. Even after entering the examination room, the wearing of the mouth-and-nose covers remains mandatory.

Carrying out the exam

The general instructions for the exam are supplemented by instructions on compliance with the regulations of the hygiene concept. Contraventions will result in exclusion from the exam.

If the exercise sheets have not already been laid out (see Preparation), the exercise sheets can be distributed by the supervisors. In this case it is mandatory that all persons present in the room wear a mouth-nose cover.

After distribution of the exercise sheets, the mouth-nose cover can be taken off and immediately stowed away in one's own pocket. Wearing it during the test is recommended but not mandatory.

The mouth-nose-cover must be put back on for the following actions:

- Questions from student to supervisor (both parties involved)
- Leaving for toilet (must be indicated to the supervisory staff beforehand by hand signals; the supervisory staff will monitor the renewed hand disinfection before returning to the examination room)

Leaving the examination room

At the end of the examination period, the mouth-nose-cover is put back on.

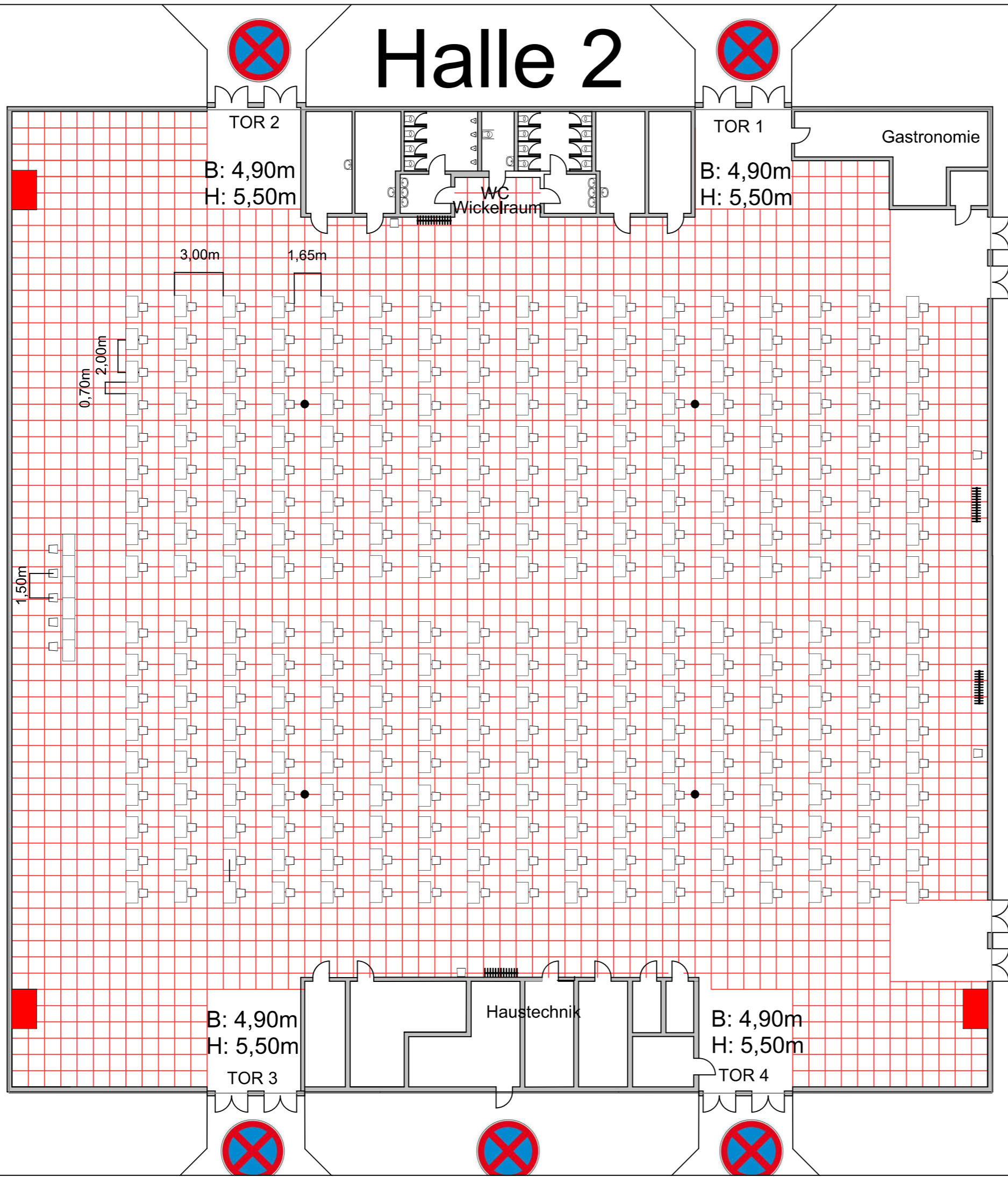
On the instructions of the supervisory staff, the examination/accompanying sheets are handed in individually and contactlessly in containers provided in advance. Alternatively, to minimize contact, the examinations/accompanying sheets can also be collected by the supervisors after the examinees have left the room.

The supervisor decides on the type of submission and early handing in of exercise sheets based on the conditions on site and gives appropriate instructions in advance (during the general instructions). The early handing in of exercise sheets requires the wearing of the mouth and nose cover.

After handing in the exercise sheets (premature or regular), the examination room and building must be left immediately and individually, and the room must be left in an orderly manner according to the instructions of the supervisory staff. First the back rows from outside to inside, then the front rows.

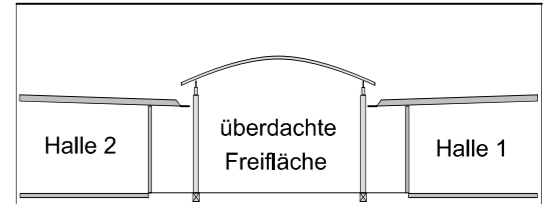
If necessary, disinfect the surfaces and add the date, time and signature of a responsible supervisor to the list that can be found on the inside of the door.

Halle 2



Messe Magdeburg - Grundriss

Musteraufplanung Max. Prüfungen Halle 2



Farbe	Layer	Gruppe	Position	#	Typ
■					freizuhaltende Flächen
					
					
					

Symbol	Bezeichnung	#	Anzahl
●	Betonsäule		
	Raster, je Quadrat 1 x 1m		
	Tisch 1,30m x 0,70m	MVGM	315
	Stuhl anthrazit gepolstert	MVGM	315
	Garderobenständer	MVGM	4
			
			
			
			
			
			
			
			
			
			

Datum	Änderung	gez.
06.05.20	Erstellung Aufplanung	ar

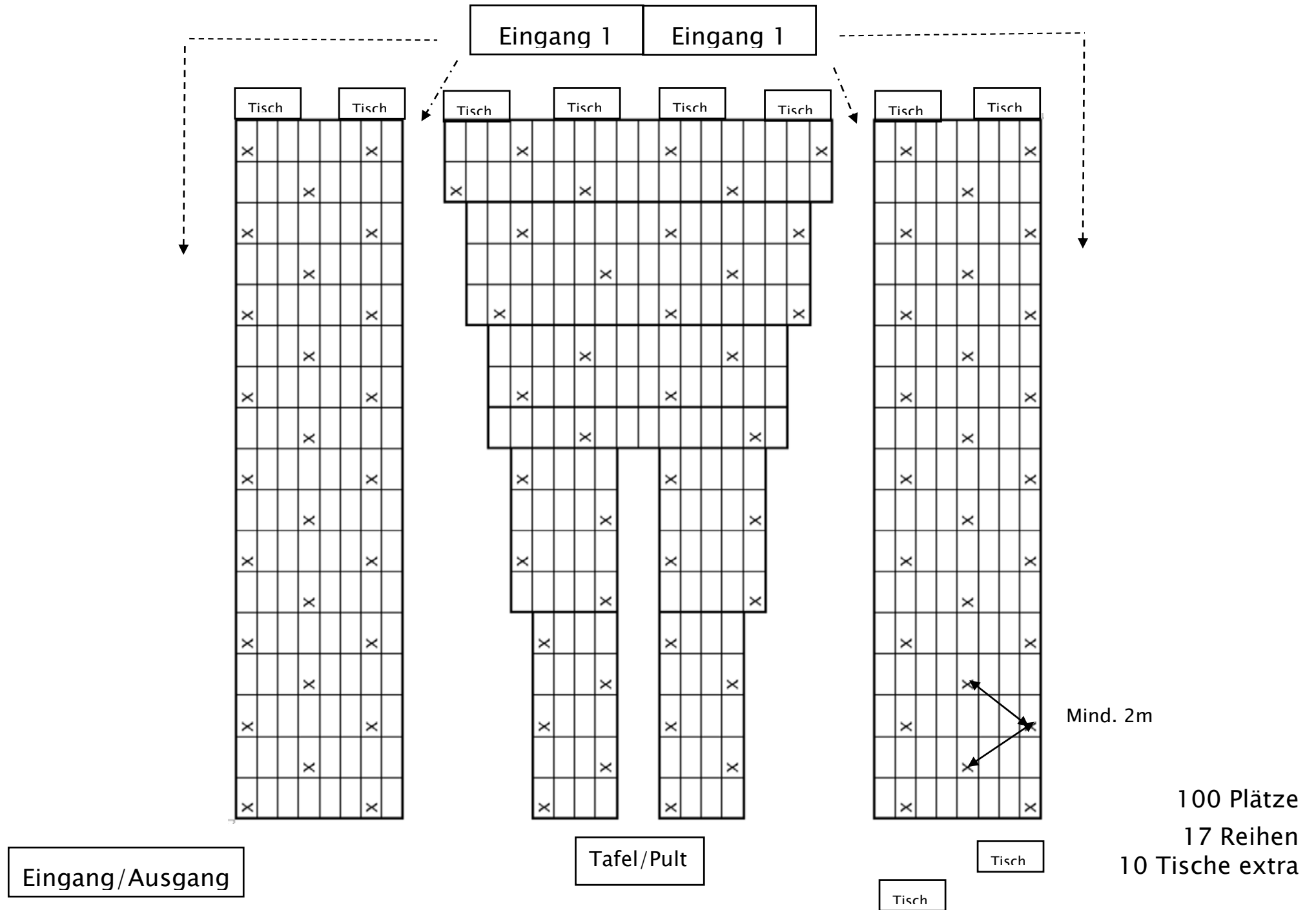
Datum: 06.05.2020
 Maßstab: 1 : 250 Papierformat: A3
 Version: 20200506_1 Zeichner: ar
 Dokumentennummer: 40-5-244-VT
 Planinhalt:
Aufplanung Prüfungen Max. 306 PAX

überdachte Freifläche

Besuchereingang

Besuchereingang

Gebäude 16 - Hörsaal 5



Eingang/Ausgang

Tafel/Pult

Tisch

Tisch

Mind. 2m

100 Plätze
17 Reihen
10 Tische extra

Hörsaal 1

Eingang/Ausgang 1		Eingang/Ausgang 2
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	X		X		X		X		X		X	
X		X		X		X		X		X		X
	X		X		X		X		X		X	
X		X		X		X		X		X		X
	X		X		X		X		X		X	
X		X		X		X		X		X		X
	X		X		X		X		X		X	
X		X		X		X		X		X		X
	X		X		X		X		X		X	
X		X		X		X		X		X		X
	X		X		X		X		X		X	
X		X		X		X		X		X		X
	X		X		X		X		X		X	
X		X		X		X		X		X		X
	X		X		X		X		X		X	
		X		X		X		X		X		X

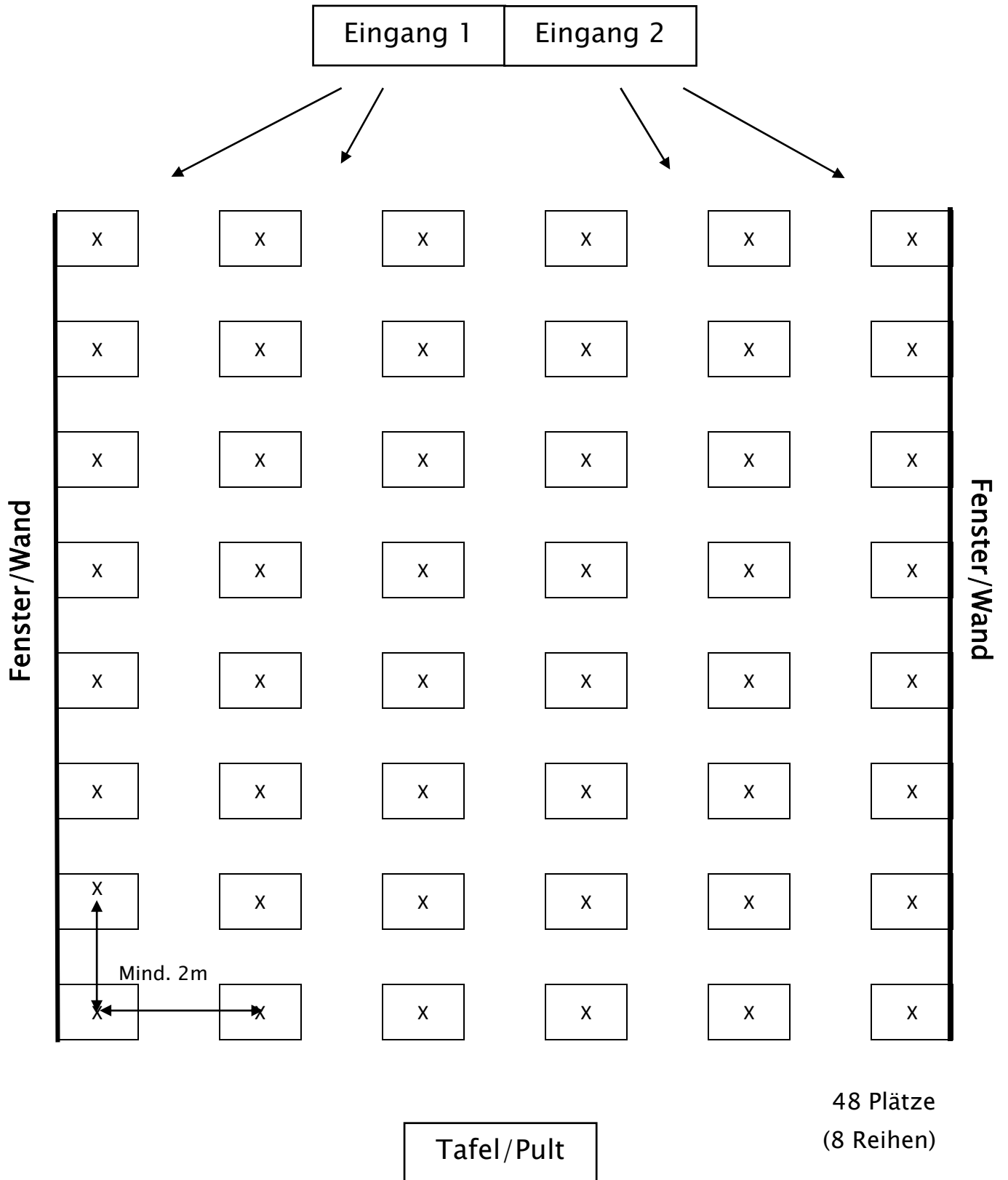
Tafel/Pult

Mind. 2m

Eingang/
Ausgang

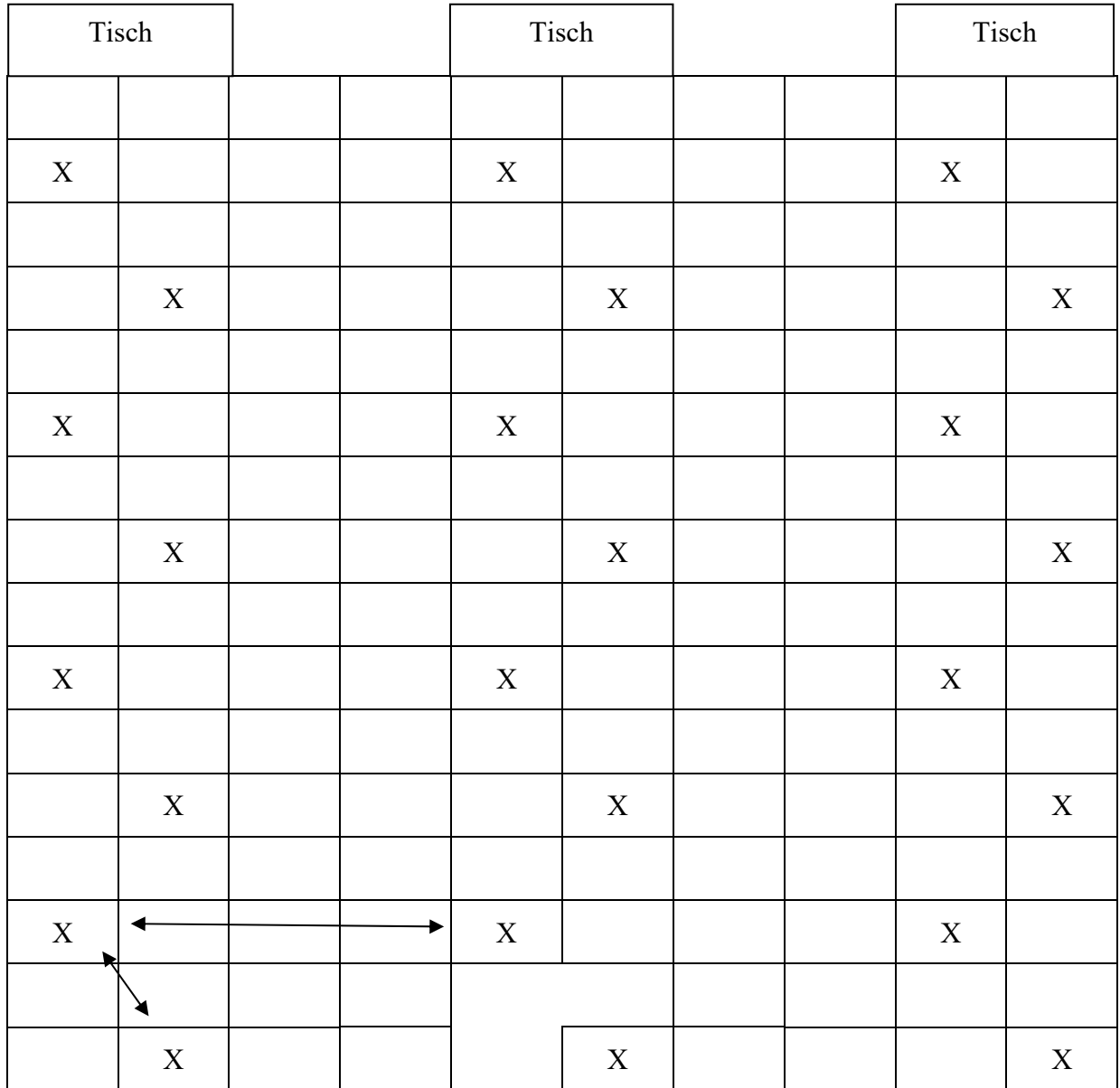
77 Plätze
(23 Reihen)

Gebäude 03 - Raum 315



Gebäude 22 - Hörsaal 2

Eingang/Ausgang 1		Eingang/Ausgang 2
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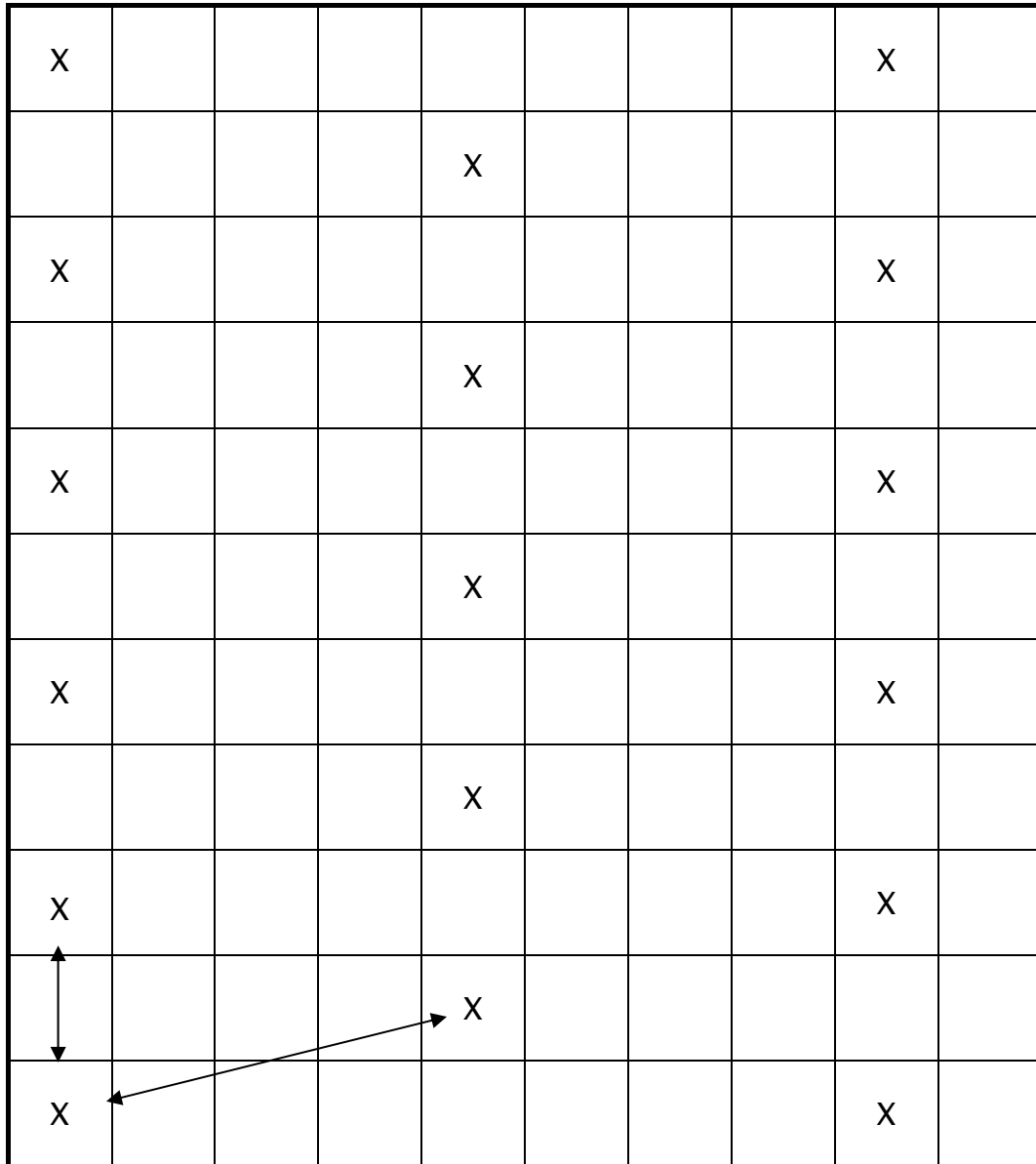
Mind. 2m

Tafel/Pult

**27 Plätze
(16 Reihen)**

Gebäude 05 – Hörsaal 4

Eingang/Ausgang



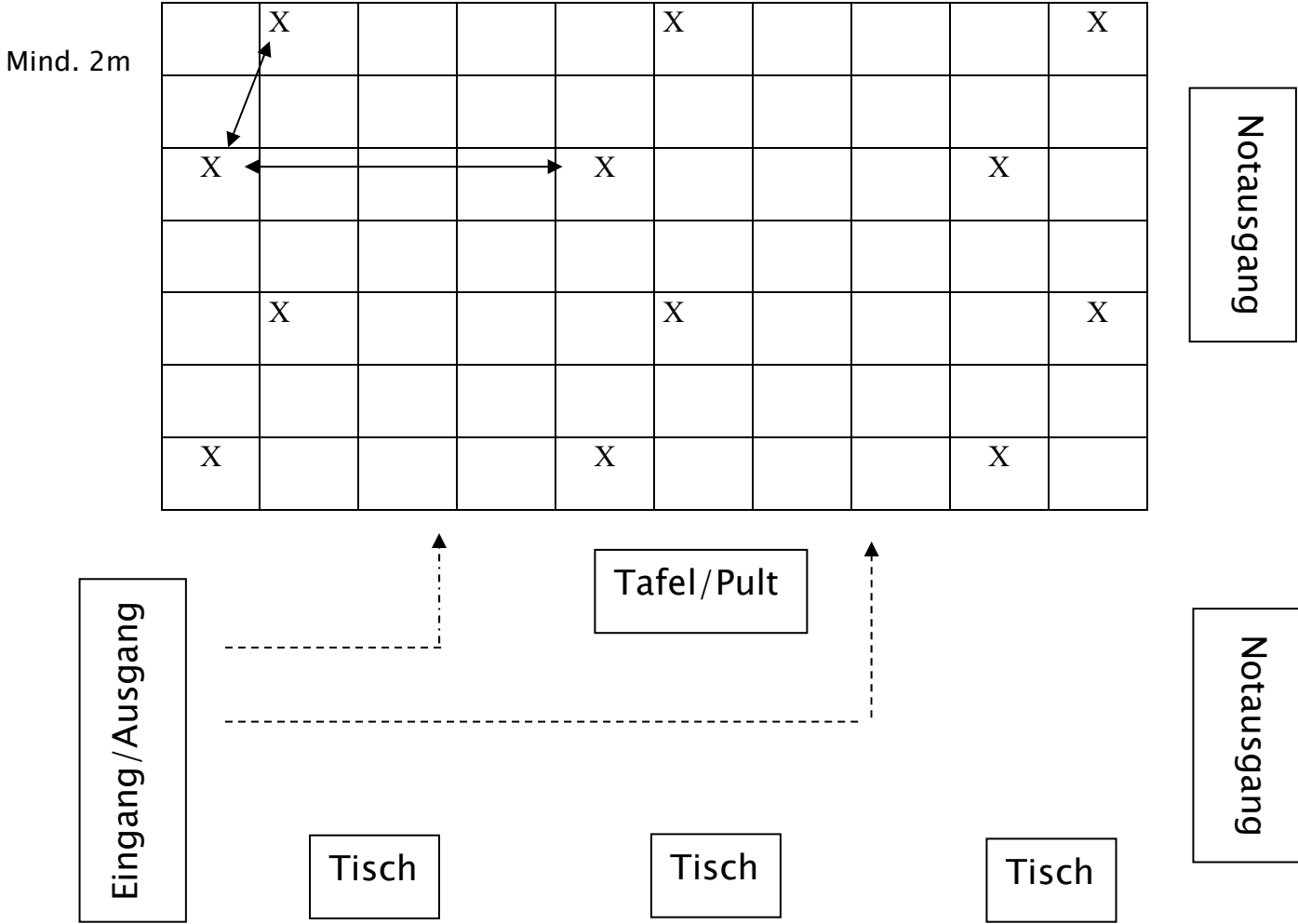
Mind. 2m

Tafel/Pult

Eingang/Ausgang

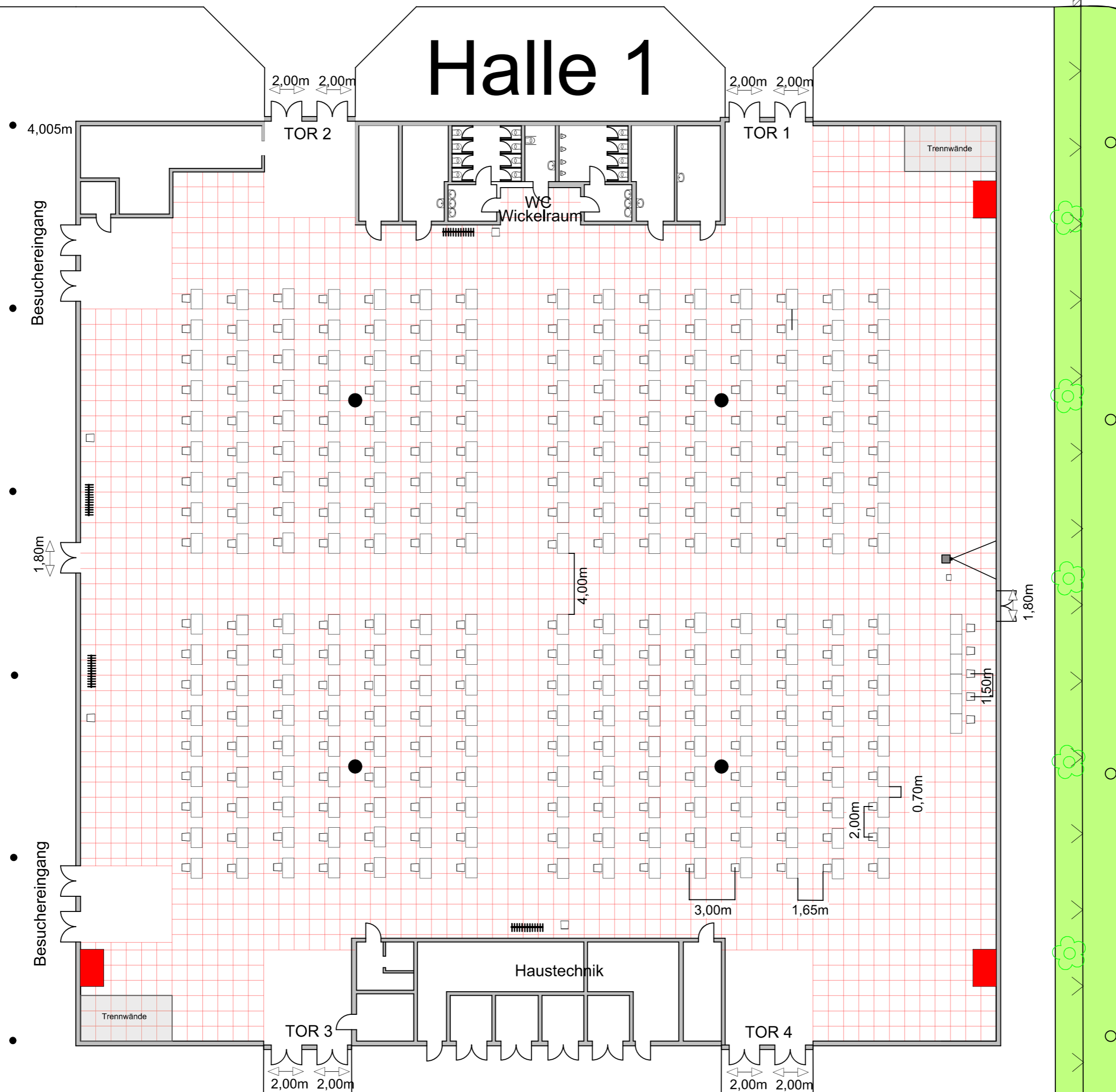
17 Plätze
(11 Reihen)

G22 - A020 & A013



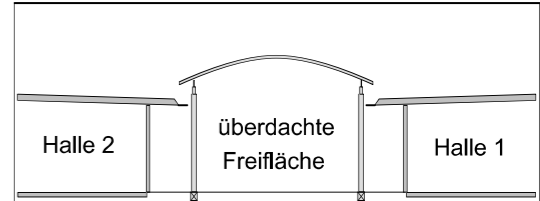
15 Plätze
(7 Reihen)

überdachte Freifläche



Messe Magdeburg - Grundriss

Aufplanung Bestuhlung Prüfungen OvG Halle 1



Farbe	Layer	Gruppe	Position	#	Typ
■					freizuhaltende Flächen
□					
□					
□					

Symbol	Bezeichnung	#	Anzahl
●	Betonsäule		
□	Raster, je Quadrat 1 x 1m		
□	Tisch 1,30m x 0,70m	MVGM	276
□	Stuhl anthrazit gepolstert	MVGM	279
■	Garderobenständer	MVGM	4
□	Rednerpult	MVGM	1
▸	Projektor	MVGM	1
□			
□			
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□			

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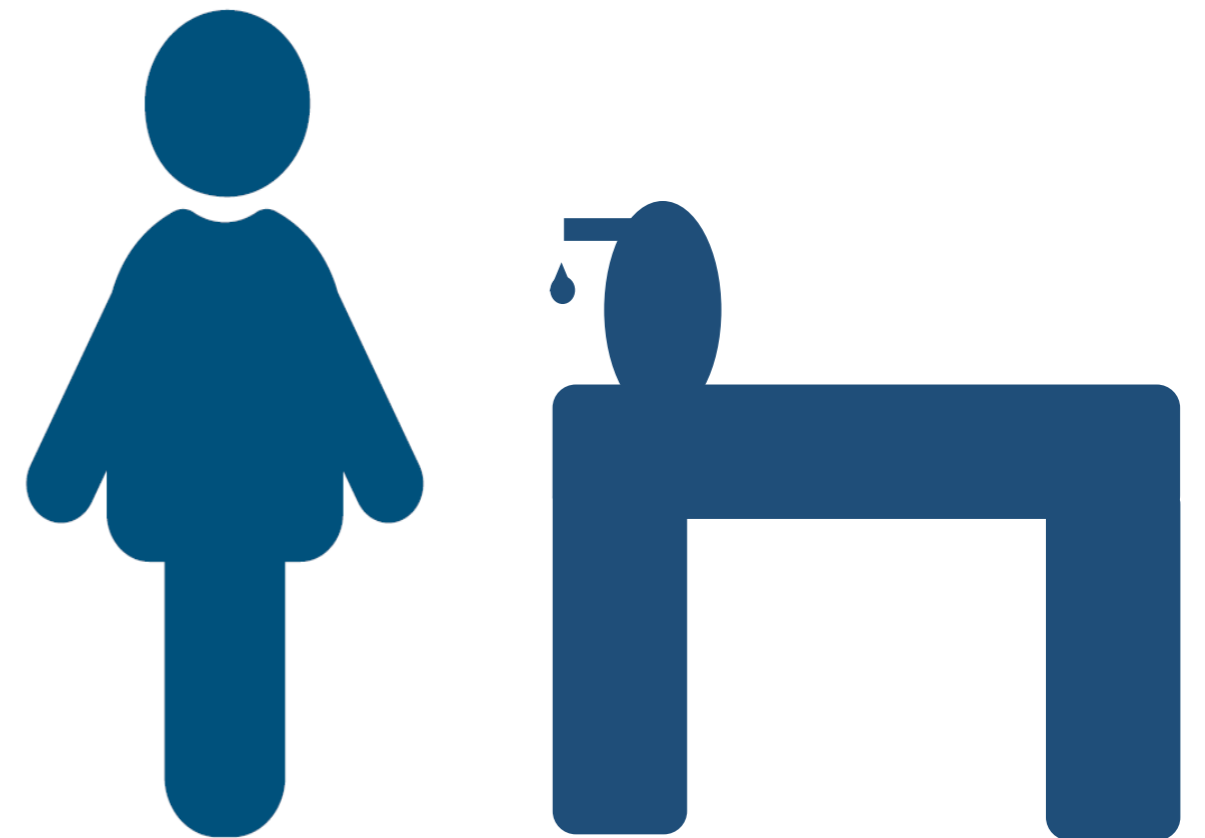
Aufplanung Prüfungen OvG 270 PAX

BITTE BEACHTEN!

PLEASE NOTE!

Bitte desinfizieren Sie sich
die Hände gründlich!

Please sanitize your
Hands thoroughly!



Oben am Eingang / Entrance
Bitte beachten / Please note
Bitte tragen Sie durchgehend eine
Mund-Nase-Bedeckung / Wearing a mask that covers the
mouth and nose constantly

BITTE BEACHTEN!
PLEASE NOTE!

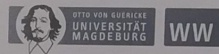


Bitte tragen Sie durchgehend eine
Mund-Nase-Bedeckung!

Wearing a mask that covers the
mouth and nose constantly!



BITTE BEACHTEN!
PLEASE NOTE!



Bitte halten Sie mindestens
2m Abstand!

Please keep a distance
of 2m from other people at least!

