Information on the implementation of on-site oral and written examinations

Can oral exams take place on site?

On the basis of its decision from June 17, 2020, the Rectorate generally permits the holding of on-site oral examinations at the University of Freiburg in accordance with section 2(4) of the Ordinance of the State Government on infection-protection measures against the spread of the SARS-CoV-2 virus (Corona Ordinance - CoronaVO) from May 9, 2020 in the version valid starting June 15, 2020, without the need for an exemption.

The general approval of on-site oral examinations, i.e. without application, is subject to the condition that the requirements for infection protection are complied with. This means in particular:

1. Not more than 20 people are allowed in the room at the same time.
2. All persons involved in the examination must maintain a minimum distance of 1.5 meters from each other.
3. If the required distance cannot be maintained for a short time due to the situation, especially on the corridors of the University buildings and when entering and leaving the examination room, a mouth and nose covering must be worn.
4. The examination shall take place in a sufficiently large room which shall be ventilated regularly.
5. For the purpose of contact tracing for chains of infection, it is to be documented by name which candidates, examiners, assessors and, if necessary, auditors have been in a room during which time period. In the case of external University members, the name and telephone number or e-mail address must be documented.
6. Persons who have been in contact with an infected person within the last 14 days or who show symptoms of a respiratory tract infection or an elevated temperature are not permitted to enter the room in accordance with § 7 CoronaVO (ban on entering).
7. The examinees must bring the signed "Declaration of no suspected infection with the coronavirus...". (document 6) to the examination. Blank forms are also available from the examiners.
8. Unless more specific regulations exist, the requirements of the General SARS-CoV-2 Hygiene Regulations for the University of Freiburg (SARS-CoV-2 Hygiene Regulations University) must be observed.
9. The candidates, examiners, assessors and, if applicable, auditors are to be informed in a suitable manner about the requirements for infection protection before the examination.

10. The Dean is responsible for compliance with the specifications for infection protection.

Please also refer to document 6 ("Declaration of the absence of...") under “Information sheets and applications” for the on-site oral examination.

For oral examinations which do not meet the above-mentioned requirements, for example because there are more than 20 persons in one room for the examination or because the minimum distance should not be exceeded, an application for an exemption must still be sent in time to the e-mail address ausnahmen-studienbetrieb@zv.uni-freiburg.de.

Can written exams take place on site?

On the basis of its decision from June 17, 2020, the Rectorate generally permits the holding of on-site written examinations at the University of Freiburg in accordance with section 2(4) of the Ordinance of the State Government on infection-protection measures against the spread of the SARS-Cov-2 virus (Corona Ordinance - CoronaVO) from May 9, 2020 in the version valid starting June 15, 2020, without the need for an exemption.

The general approval of on-site written examinations, i.e. without application, is subject to the condition that the requirements for infection protection are complied with. This means in particular:

1. All persons involved in the examination must maintain a minimum distance of 1.5 meters from each other.
2. If the required distance cannot be maintained for a short time due to the situation, especially on the corridors of the University buildings and when entering and leaving the examination room, a mouth and nose covering must be worn.
3. The examination shall take place in a sufficiently large room which shall be ventilated regularly.
4. In order to be able to maintain the safety distances in the examination room, it is to be assumed that the number of possible participants is about 10 percent of the available places. The distance must be maintained not only to the right and left, but also to the front and back. Direct contact is to be avoided, especially if a candidate goes to the bathroom or hands in his or her exam earlier. Special caution is required in lecture halls without a central aisle. The rows are filled from back to front.

<table>
<thead>
<tr>
<th>Aisle</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>Aisle</th>
</tr>
</thead>
</table>

Occupancy example: Rows with ten seats

---

Courtesy translation. In case of ambiguity, the German text shall prevail.
As of 06/26/2020
5. The exams are laid out on the tables in advance. They are handed in after the exam or left on the table so that the supervisor can collect them after the examinee has left the room.

6. For the purpose of contact tracing for chains of infection, it is to be documented by name which examinees and supervisors were in a room in which period of time. Furthermore, it has to be recorded which examinee was sitting at which place. For this purpose, the examinee has to note his seat number in the form on the "Declaration on the absence of suspicion of an infection with the coronavirus when participating in a presence examination of the University of Freiburg". The faculty has to prepare a clearly arranged room plan which contains the numbering of the seats.

7. Persons who have been in contact with an infected person within the last 14 days, or who show symptoms of a respiratory tract infection or increased temperature, are not allowed to enter according to § 7 CoronaVO (ban on entering).

8. The examinees must bring the signed "Declaration of no suspected infection with the coronavirus...". (document 6) to the examination. Blank forms are also available from the examiners.

9. The candidates may not gather in front of the examination room either before or after the examination.

10. Unless more specific regulations exist, the requirements of the General SARS-CoV-2 Hygiene Regulations for the University of Freiburg (SARS-CoV-2 Hygiene Regulations University) must be observed.

11. The candidates, examiners, assessors and, if applicable, auditors are to be informed in a suitable manner about the requirements for infection protection before the examination.

12. The Dean is responsible for compliance with the specifications for infection protection.

Please also refer to document 6 (“Declaration of the absence of...”) under “Information sheets and applications” for the written examination.

The Central Lecture Hall Allocation Office (Zentrale Hörsaalvergabe) will number the examination seats for the lecture halls falling within its area of responsibility. The faculties are responsible for the numbering of the other lecture halls. The numbering should be applied once and then not be changed.

The clearly arranged room plan must be designed in such a way that it is clear which seats are arranged next to, in front of and behind each other. It is not necessary for the room plan to indicate the names of the examinees. The seat number is sufficient. The seating plan can thus be created once for a room and then used again and again. A copy of the room plan must be kept with the symptom forms of the examination. If necessary, the seat number noted in the symptom forms can be used to reconstruct who sat in the environment of an infected person.

A blank space has been added to the symptom form in which the seat number is entered. If it is not practicable for the candidates to enter their seat number themselves, for example because they have to hand in the symptom form at the entrance for organizational reasons, it is also permissible for the seat number to be noted on the exam and the number to be transferred to the symptom form immediately after the examiners have collected the exams.