Schedule for exams in summer semester 2020

Content
Period and responsibilities ................................................................. 1
Buildings and rooms ........................................................................... 1
Basic information ............................................................................... 2
Before the test .................................................................................... 3
Opening of the examination rooms ..................................................... 3
Determination of the presence and distribution of the tests ............... 3
Audit notes .......................................................................................... 3
During the test ..................................................................................... 3
End of the test ..................................................................................... 4
Collecting the exams and leaving the room ....................................... 4
Pause between exams ......................................................................... 4

Period and responsibilities
Monday, 27.07.2020 - Friday, 07.08.2020
07:30 to 18:00
The examination starts at 8:00 a.m., 12:00 p.m. and 16:00 p.m. respectively.

The exams are accepted and handed in in room 116, N10 (concerns exam supervision).
The supervisor is also responsible for the ventilation/switching on of the ventilation in the respective examination room.

If you have any questions or problems during the examination period, please contact the staff of HdM Prüfungsverwaltung, extension -2917 or extension -2107 (Ms. Feldmann, Head of Examination Administration).

Buildings and rooms
Rooms in the main building Nobelstr. 10:
- 011 (24 seats + 1 wheelchair space)
- 012 (11 seats + 1 wheelchair space)
- 013 (11 seats + 1 wheelchair space)
- 016b (21 seats)
- 017 (28 seats)
- 018 (13 seats + 1 wheelchair space)
- 041 (11 seats)
- 056 (16 seats + 1 wheelchair space)
- 120 (20 seats)
218 (10 seats)
220 (14 seats)
U31 (10 seats)
U32 (12 seats)

Rooms in the Nobelstr. 8:
I002 (27 seats)
I003 (45 seats)
I007 (27 seats)
I008 (14 seats)

Rooms in the Nobelstr. 10a:
S003 (31 seats)
S004 (19 seats)
S104 (23 seats)
S105 (21 seats)
S202 (15 seats)
S203 (12 seats)
S204 (10 seats)
S205 (16 seats)
S206 (12 seats)

Basic information
- From Monday, 27.07., up to and including Friday, 07.08.2020, all students and all employees of the HdM are required to wear masks in all publicly accessible traffic areas, corridors, foyers, staircases, elevators and toilets of the HdM.
- The mask must be put on before entering the HdM buildings.
- The minimum distance of 1.50 m must also be maintained wherever possible.
- The examination day lists are not displayed. Students must retrieve this information using the self-service function.
- Participants are advised to be present 30 minutes before the start of the exam.
- The examination rooms are opened 30 minutes before the start of the examination.
- The exams take place at 4 hour intervals (8:00 a.m., 12:00 p.m., 4:00 p.m.) regardless of the duration of the respective exam.
- The tables are cleaned and disinfected between the exams.
- Rooms without windows are equipped with a technical ventilation system, in which the “Präsenz” or “Lüftung” switch must be operated (task of the exam supervisory authority).
- All students are obliged to wear a mask throughout their stay at the HdM. The only exception to this rule is the period of immediate exam processing at the assigned place.
Before the test

Opening of the examination rooms
The examination rooms are opened 30 minutes before the examination starts. The supervisor is responsible for thorough ventilation before the start of the test (please open windows!), or, if this is not possible, for pressing the “Lüftung” button (green button marked “Lüftung”) in the exam room.

A free choice of seat is not permitted. In each room the tables are marked with a consecutive number. A list is displayed at the door of each examination room, which assigns a fixed seat to each candidate by seat number and name. This enables the later assignment of seat and participant in case of tracking. Late candidates can take part in the examination, but only in the time window remaining until the official end of the examination.

Determination of the presence and distribution of the tests
The supervisor checks attendance and distributes the exams on the basis of the student cards displayed on the tables. For identification purposes, the student may need to remove the mouth-nose cover briefly. Only after all examination documents have been distributed may the mouth-nose cover be removed. It may of course still be worn.

Audit notes
The supervisor will draw the attention of the examinees to the following aspects:
- All electronic devices must be switched off and placed out of reach.
- From the time of signing the list of participants, the examination is considered to have been taken.
- By signing, the examinees confirm that they have had no symptoms of the disease and no knowingly contact with persons infected with COVID-19 in the last 14 days.
- Any attempt to deceive will result in immediate termination and failure of the exam, which may result in de-registration.
- Only the aids noted on the exam are permitted.
- The matriculation number must be entered on each examination sheet.
- The examination papers are to be checked for any missing or incorrect pages before the start of the examination.
- The issued examination and the supplementary paper must be handed in in full at the end of the examination.

During the test
- Going to the toilets is only allowed with mouth-nose cover.
- Leaving the room prematurely is possible. Participants who want to end the examination early must put on their mouth-nose cover and place the examination papers on the supervisor’s table when leaving the room.
- Adverse external influences (e.g. construction noise) are reported immediately by the supervisor on telephone number 2917 or to the corridor supervisor. If the adverse circumstances cannot be remedied, the inspection must be continued.
- If a candidate suddenly falls ill during the examination, the examination must be stopped for
him/her and the procedure must be noted on the examination papers and in the examination protocol with reference to the time and the reason for stopping the examination.

- Any attempt to deceive will result in the immediate end of the test for the participant. The participant must be expelled from the room.
- All examination papers, including the evidence (cheat sheets) are to be collected and handed in to the examination administration after the end of the examination. This incident must be recorded in the protocol of the examination.
- If a programmable calculator is used illegally, the type of device must be noted.

End of the test

Collecting the exams and leaving the room
At the end of the examination time, the participants finish the processing of the examinations. These remain on the tables.
The participants gather their personal belongings and put on their mouth-nose cover. The supervisor collects the exams and opens the windows again, if possible.
Subsequently, all examinees leave the room one after the other.

Pause between exams

- Disinfecting cleaning of the tables and other areas by the cleaning company
- Extensive ventilation of the exam room (by the supervisor before leaving the exam room or by the following supervisor during the 30 minutes before the start of the following examination)

We wish all participants good luck and success!

Yours sincerely
HdM Prüfungsverwaltung