

Dear students,

in the coming months most of you will write exams in the rooms of our university. We hope that you will achieve good results, even if the summer semester was quite unusual and you have to sit the exams keeping the appropriate distance. Written examinations can only take place under special behavioural regulations. The Paderborn University has prescribed the following measures and procedures which also affect you as exam participants:

- bring your own protective mask with you
- pay attention to the coughing and sneezing etiquette
- keep a minimum distance of 1.5 m at all times
- disinfect your hands with the disinfectant available in front of the examination room
- avoid standing together in groups
- if possible, do not bring a bag with you to the examination
- only come to the university campus if you are in good health

Procedures:

- Please arrive in front of the examination room in good time before the examination begins. Wear your mouth and nose cover already here.
- Please have your photo ID (e.g. identity card or driving licence) and a pen ready for an attendance check. You will be asked to leave your mobile phone number so that you can be notified as soon as possible in the event of someone in the examination room turning out to have been infected. These data will be kept for four weeks in accordance with data protection regulations and then destroyed.
- Once you have been allocated a place, you can enter the room. At the entrance there is an opportunity for hand disinfection.
- Do not remove the protective mask until all persons have taken their places.
- Wear the protective mask during the distribution and collection of the exam as well as during toilet visits or questions during the exam.
- Stay in your seat after the exam until you are asked to leave the room.
- Be prepared that leaving the room will also take longer than usual.
- After the exam, still remember to avoid forming groups and to keep a minimum distance of 1.5 m.
- Leave the campus as soon as possible after the exam.

Thank you very much for your cooperation. We wish good luck and all the best,
stay healthy!

Prof. Dr.-Ing. Volker Schöppner, 03.07.2020

