IMPORTANT NOTES ON THE ORGANISATION OF WRITTEN EXAMS DURING THE SUMMER SEMESTER 2021

Status: 22 July 2021

Dear students, please note the following guidelines for written exams during the summer semester 2021 due to the current regulations on hygiene and distance:

- All persons involved in the examination must wear an **OP mask or FFP2 mask**, especially on the way to the examination seat and when leaving the room. **Provided that the distance rules are observed, it is not mandatory to wear a mask at the seat.**

- Please arrive **15-30 minutes** before the examination starts to allow an orderly admission. At examinations with many participants, admission may be arranged in groups. Wait outside until the supervisory staff asks you to enter the building/room. Please note that your examiners may give you different instructions on how to enter the exam.

- Please keep a **distance of 1.5m** at all times, especially while waiting for entry and when entering and leaving the building. Please also follow the general recommendations for hygiene: no touching or hugging, no shaking hands, controlled sneezing / coughing, proper hand hygiene.

- The identity check and contact registration with INTAKE will be carried out directly in front of the lecture hall. Please generate a **personal QR code** prior to the exam, allowing you to identify yourself at all exams: [https://kontaktverfolgung.uni-kl.de/](https://kontaktverfolgung.uni-kl.de/)

- During the identity check, the supervisory staff will assign a **seat number** to you. All seats are labelled accordingly. Please find your seat quickly and wait there for the beginning of the exam until the admission process is completed.

- The **examination sheets** may already be ready at your seat. You are not allowed to view the examination tasks until the examiners have announced the start of the written examination.

- If you have any **questions** - or if you wish to leave your seat during the exam - please raise your hand and wait for further instructions by the supervising staff.

- The **toilets can usually no longer be used after entrance** to the examination room has begun. The toilets can be used again (with mask) at the earliest after all students have been completely admitted to the examination room.

---

No later than one day before taking the exam, you can submit a **request for withdrawal** by email to the examination office ([zv-abt42-eit-inf@verw.uni-kl.de](mailto:zv-abt42-eit-inf@verw.uni-kl.de)) - if you provide appropriate reasons (related to the pandemic).

In **case of symptoms of illness** such as fever or cough, a positive test result or in case of an official quarantine at home, you are not allowed to take part in the exam. In this case please apply for a medical certificate on the day of the exam. The certificate can be submitted electronically by e-mail to [zv-abt42-eit-inf@verw.uni-kl.de](mailto:zv-abt42-eit-inf@verw.uni-kl.de) or by fax (0631-205-3532). The original must be submitted within a short time.

---

**We wish you every success in your exams!**