

## **Guidelines for Examinations in Building A14 due to Reduced Operations at the University of Oldenburg (June 2020)**

### Legal framework:

The basis for these guidelines are the current versions of the Lower Saxony Regulations on Measures for Prevention of the Spread of the Corona Virus issued on May 8, 2020, last amended on June 5, 2020 (Corona Regulations), and Regulations on Reduced Operations adopted by the Presidential Chair or the University of Oldenburg.

The minimum distance between persons must be at least 1.5 m, even when wearing masks or other face coverings. This distance must be maintained when entering and leaving the building. Last names, first names, full addresses and telephone numbers of the examinees must be documented. Persons who refuse to provide above-mentioned data will not be allowed to take the exam (see Paragraph 2h, page 4 in Corona Regulations). The data must be stored for a period of three weeks after the examination (see Paragraph 2h page 4 in Corona-Regulations). Taking only students' matriculation number or similar is not sufficient, as it cannot be guaranteed that the University has up-to-date contact information. Furthermore, the Corona Regulations require the University to collect, store and, if necessary, pass on the above-mentioned data.

### Registering for the exam:

Students with health impairments, i.e., persons with a higher risk of a more severe course of a COVID-19 infection and pregnant/nursing students, must prove this and provide a medical certificate when registering for the exam with the Division 3 - Student and Academic Affairs. If they fail to do so, they will be taking examinations at their own risk. The regulations of the Maternity Protection Act remain in place.

In the case of pregnant/nursing students, presenting the certificate is not required if they have already officially notified Division 3 of their pregnancy/nursing period. If Division 3 has not been notified of pregnancy/nursing, this must either be done immediately or the examinee will take the exam at her own risk.

The Academic Examinations Office informs the examiners that a single room is required for taking in-person exams. If an alternative room is required, the respective school must organize it. The same examination conditions must be satisfied.

### General information:

- It is mandatory to wear a mask or other face covering in all circulation areas at the university (e.g. hallways, lobbies). This applies both to students and examiners. Please bring appropriate equipment with you on the day of the exam.
- Please observe the route regulations, for instance, regarding taking the stairs up or down.
- During the examination, regular ventilation must be provided. When choosing your clothing, please be prepared for a slight yet constant draught.
- After completing the exam, you must leave the building immediately and observe the infection protection and hygiene regulations.

### For the examiners: Before the exam

- Ensure that supervisory personnel also receive and take note of these guidelines.
- Familiarise yourself with the conditions in the room where the exam will take place before the exam. Consider in advance suitable measures regarding how students can take and leave their seats safely (e.g. occupying the seats starting from the rows furthest away from the door) and how you can confirm their identity in compliance with the distancing rules.
- In rooms with fixed seating (lecture halls), seats that can be used while observing the distancing rules are marked with a green dot. All other seats must remain free. In the rooms with flexible seating, the seats will already be arranged in accordance with the distancing regulations.
- Ensure that the examination rooms are regularly aired out during the examination (e.g. opening windows). The ventilation systems are adjusted centrally.
- The access to the building is organized centrally, as well as the cleaning of the rooms after the exams are completed.
- When planning the exam schedule, please bear in mind that clarifying questions or toilet visits may take a long time or interrupt several students in their exam.

### On the day of the exam:

- Show up on time (but not too early). The examiners must ensure that they (and any supervisors) are in the exam room before the examinees. Remember that the entrance to the building is centrally controlled.
- Disinfect your hands at the available stations.
- Make sure to wear your mask or face covering in the examination room when you move around the room. You can remove masks or face covering at your seat after your ID has been checked and your identity confirmed. Please ensure that you observe the distancing rules at all times.
- The examiners ventilate the room by fully opening the windows for a short period of time, unless ventilation is provided by the central ventilation system.
- If possible, test sheets should be distributed before the examinees arrive to avoid not being in compliance with the minimum distance.
- Together with test sheets, you will need to hand out the following documents: (1) Guidelines for conduct during the exam, the knowledge of which is confirmed by the signature (Appendix 1), (2)

Data protection information as well as a form for the collection of the above mentioned personal data (both Appendix 2). Students should find a data protection declaration which they can take with them if necessary. **The examiners are responsible for providing both appendices in printed form with each exam.**

#### Entering the examination room:

- Examinees are required to disinfect their hands at the disinfection stations outside of the examination room. The minimum distance must also be observed.
- At the entrance of the examination room a person must supervise the orderly entry into the rooms while maintaining the minimum distance. Inside the room, the examiner gives instructions on the order of how seats are to be taken. The examinees have to be informed that they have to take jackets, bags and similar things with them to their seats.
- Examinees without mask or face coverings must leave the room and the building. The examination will be considered not taken.
- Persons with symptoms of a respiratory disease that have not been medically clarified (cough, cold, fever) must also leave the room and the building. The examination will be considered not taken.

#### Before the exam:

- As soon as all candidates have taken their seats, they will be informed that, due to Paragraph 2h of the Lower Saxony Regulations on Measures for Prevention of the Spread of the Corona Virus issued on May 8, 2020, taking the exam is only possible if their last name, first name and telephone number are documented by the University. The examiner must point out that the documentation will be kept for a period of three weeks after the examination and must be presented to the responsible health authority upon request. The examinees will be informed about the available data protection information and asked to enter their contact details in the form (Appendix 2). These data will be checked with the identity verification (see below).

If the examinee refuses to provide his/her data, the examinee will be excluded from the examination and asked to leave the building. In this case, the examination is considered not taken. Upon providing personal data, identity verification and attendance checks can now be carried out by a supervising person walking through the rows. The minimum distance must be observed.

- Before the exam begins, students are asked to read the instructions they find at their desk (see Appendix 1) and to confirm their acknowledgment by signing.

#### During the exam:

- In rooms which are not ventilated centrally, regular ventilation shall be provided by opening the windows or switching on the ventilation system.

- If an examinee raises a hand to ask a question, the mask or face coverings must be worn during the conversation and the minimum distance must still be maintained.
- If an examinee indicates that he/she wishes to use the toilet, the persons sitting in the row with him/her must stand up and clear the way so that everyone can maintain the minimum distance. The same procedure must be followed upon return. All persons moving in the room must wear their masks or face coverings.

At the end of the exam:

- To avoid disturbing other candidates, examinees should not leave the room until the exam has been completed.
- At the end of the exam, everyone must put on their mask or face coverings upon notification from the examiner.
- The examinees put their things together and leave the examination sheets in their place, as well as the signed instruction and the completed form with contact details.
- The examinees leave the room in an orderly manner after the end of the examination. The examiner will give appropriate instructions. The minimum distance must be maintained at all times.
- The test examinees must be informed that they should leave the building immediately.
- When the examinees have left the room, a supervisor or the examiner can collect the examination forms together with the instructions and the forms with contact data. It is recommended to wear hygienic gloves and to leave the sheets for 24 hours before correction.
- The examiners and supervisors should then leave the examination room and the building quickly, keeping a minimum distance.
- Instruction and contact details are kept with the exams in the schools for the necessary period of time. Examiners are responsible for destroying the contact data after three weeks in accordance with data protection regulations. The signed instructions must be kept for at least 5 years.

## Annex 1:

### Guidelines on Conduct During Exam

Exam	
Date	
Time	
Room	

- Please wear your mask or face coverings when moving around the room or building.
- If you have a question, please put on your mask or face coverings and give a brief signal. A supervisor will then put on the mask or face coverings and approach you as close as the minimum distance and conditions in the room allow, so that you can consult with them.
- If you need to use the toilet, please put on your mask or face coverings and give a hand signal. A supervisor will then ask any persons sitting in line with you to put on their mask or face coverings and to clear the way for you while observing the minimum distances. The same procedure is followed when you return to your seat.
- A final exit from the examination room is only possible after the end of the examination.
- At the end of the examination period you will be asked to put on the mask or face covering. Please clear your things quickly and follow the instructions for leaving the room. Your examination papers, the completed form with your contact details and this instruction will be left on your seat. These will be collected afterwards.
- After leaving the room, please leave the building immediately, in a calm and orderly manner. Please avoid group formation in the hallways and at the exits.

I have read and understood these instructions.

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Last name, first name in block letters

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Date

Signature

## Annex 2: Collecting Personal Data



Please fill out the form completely. It will be collected with the exams.

Exam	
Date	
Time	
Room	

The following data is collected in compliance with Paragraph 2h, page 4 of Corona Regulations and stored for three weeks:

Last Name	
First Name	
Full address	
Phone	

# Data protection notice on the collection of personal data during examinations in the course of reduced operations of the Carl von Ossietzky University Oldenburg as mandated by the Corona Regulations

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Dear students,

Before you can take a university examination on the premises operated by the Carl von Ossietzky University, we must collect your personal data while Lower Saxony Corona Regulation (see 1.2) are in place. In the following we would like to inform you how and why your personal data will be processed, what your rights are and who contact persons are. We therefore ask you to read the following explanations carefully.

## 1. Data Processing

### 1.1. Categories of personal data

We collect the following information about you:

- Your name
- Full address
- Phone

**If you refuse to provide this data, you cannot take the exam and must leave the building..**

### 1.2. Purpose and legal basis for the processing

The data processing is carried out for the purpose of **tracing infection chains related to the COVID-19 pandemic**. The legal basis of the processing are the current versions of the Article 6, Paragraph 1, Section C of the Basic Data Protection Regulation (DSGVO) in conjunction with Paragraph 2h, Sections 4 to 7 of the Lower Saxony Regulations on Measures for Prevention of the Spread of the Corona Virus issued on 8 May 2020 (Corona Regulations).

### 1.3 Length of data storage

According to Paragraph 2h, page 4 of the Corona Regulations, data must be kept by the examiner for a period of three weeks after the end of the exam and, according to Paragraph 2h, page 7 of Corona Regulations, must be deleted no later than one month after the end of the exam.

### 1.4. Transfer to third parties

Your above-mentioned data will only be transmitted to the competent health authority upon request. Your data will only be passed on to third parties on the basis of the above-mentioned legal bases and purposes. **Your data will not be used for other purposes.**

## 2. Your Rights as Data Subject

As a person affected by the data processing, you have the following rights:

- Right of access to information
- Right of rectification
- Right of cancellation
- Right of appeal to a supervisory authority

The supervisory authority responsible in this case is The State Commissioner for Data Protection of Lower Saxony, Prinzenstraße 5, 30159 Hannover

## 3. Contact Persons

### 3.1 To exercise your data subject rights

Carl von Ossietzky Universität Oldenburg  
- Workplace Safety -  
Ammerländer Heerstraße 114 – 118  
26129 Oldenburg

Mail: [arbeitssicherheit@uol.de](mailto:arbeitssicherheit@uol.de)  
Website: <https://uol.de/arbeitsicherheit>

### 3.3 Responsible Authority

Carl von Ossietzky Universität Oldenburg  
(statutory corporation), legally represented by  
the President  
Ammerländer Heerstr. 114-118  
26129 Oldenburg

Phone: +49 (0)441 798-0  
Fax: +49 (0)441 798-3000

Mail: [internet@uol.de](mailto:internet@uol.de)  
Website: <https://uol.de>

### 3.2 Contact details of the data protection office

If you believe that **the processing of your personal data violates data protection regulations**, please contact the data protection office:

Carl von Ossietzky Universität Oldenburg  
- Data Protection Office -  
Ammerländer Heerstr. 114-118  
26129 Oldenburg

Phone: +49 (0)441 798-4196

Mail: [dsuni@uol.de](mailto:dsuni@uol.de)  
Website: <https://uol.de/datenschutz/>