

STUDENTS-GUIDELINES FOR EXAMINATIONS AT THE HSD

Observance of the distances

- The general hygiene measures apply, in particular the minimum distance of 1.5 m:
 - The admission control is carried out by the departments and/or in cooperation with the security service.
 - In outdoor areas, use the red distance markings for waiting and avoid crowds.
 - Follow the instructions of the security service / exam supervisor.
 - Follow the information on the signs in the foyer.

Behaviour

- If you have been in a corona risk area during the last 14 days before the exam, you must apply for a special permit from the health authorities and have received permission to take part in the test even though you have entered from a risk area. You confirm this with your signature on the "All-In-One" attendance sheet, which is filled out before the examination and collected during the examination.
- Please arrive punctually (i.e. also not too early) for the exam in order to avoid unnecessary queues or the unnecessary meeting of large groups of students.
- A face mask must be worn while waiting and entering the building until you are sitting in your personally assigned seat. If you leave this seat, the face mask must be worn again.
- Admission to examinations in the canteen takes place directly at the glass doors of the canteen. This provides direct access to the examination room.
- Admission to examinations in the Audimax is from the flag square on Münsterstraße. Here the glass double doors at the Audimax are used to ensure direct access to the examination room.
- Admission for examinations in other rooms is only possible via the respective main entrance of the building.
- The registration for the examination in the Audimax and the canteen will take place as an „All-In-One“-formular which is provided on your seat.
- In order to check the identity, students must fold down their face mask.

- Examination list and access controls for other examination rooms:
 - Access period 30 minutes before the start of the exam.
 - Persons enter the building individually and afterwards the examination room > observe distance regulation!
 - At the main entrance (foyer) an access control for the registration of persons is carried out. If an exam supervisor carries out the access control, the student's identity card is checked and the student signs the examination list. If access is controlled by the security guard, the guard will tick the name on the corresponding list of participants.
 - The examiner assigns the places to the students.

- Access regulations/one-way street regulation:
 - The stairs in the lecture halls are not wide enough for use with "oncoming traffic". Students may use the stairs individually upon request.
 - With only one entrance/exit, doors must be used individually.
 - Audimax: may only be entered through the designated entrance (door window front Münsterstr.) and during the exam you have to leave through the designated exit of the exam. After going to the toilet, the designated entrance must be used again. At the end of the exam, the students return directly to the outdoor area through the same double glass door.
 - Canteen: The entrance and exit after the end of the exam are the designated glass doors to the outside area. Please follow the instructions of the supervisors.
 - Latecomers must enter the building via the main entrance (foyer). They must then register with the security service.

- Distribution of exams (optional): All exams will be distributed in the examination room before the exam begins in the places with the writing facing down. The exams may only be turned over at the beginning of the processing time. Failure to do so will be considered an attempt to cheat.

- End of exam:
 - After the end of the exams, students must turn around the exams writing face down and leave their exams at their seat.
 - All students remain seated until the end of the exam. This also applies to students who have finished their exams early.
 - The supervisory staff organises the leaving of the lecture hall starting at the rows nearest to the exit.
 - Students have to sign out at the main exit immediately after the end of the exam and leave the building directly. If access control by supervisory staff has been carried out in the examination list, students must also have themselves signed out again there. If access control was carried out by the security guard, students have to sign out there as well. (does not apply to the Audimax and Mensa)

Comments underground car park:

- Access via underground car park directly into the building is not possible. Please use only the exit to the campus inner area in the middle of the underground car park, via the stairs (lattice door).

- The entrance to the building is only possible via the respective main entrances.