

University Crisis Management Team guidelines for examinations and finals in full-time courses at WMU for the winter 2022 exam session

03 02 2022

EXAM PREPARATION

1. The exam or final may be taken only by a healthy person, not infected with SARS-CoV-2, without symptoms which may indicate an infectious disease, such as elevated body temperature, runny nose, cough, shortness of breath, abnormal smell and taste, sore throat, chest pain, muscle pain or diarrhea.
2. Person currently in isolation or quarantine cannot participate in the exam.
3. Each person taking the exam confirms the awareness of the conditions required for taking the exam, by signing an appropriate statement. The statement is available in the Appendix No. 1.
4. The Examiner/Course Coordinator is responsible for organizing the exam.
5. When preparing the lists of students and their division into groups and placement in particular examination rooms; specific groups of students should be assigned to specific examination rooms and students should be informed of this no later than a day before the examination. We suggest to use alphabetical order, e.g. those with surnames from A to F will be examined in Room 1, those with surnames from G to K in Room 2, etc. It is advised to inform students to report in alphabetical order to make the process easier.
6. The maximum number of people in the exam depends on the size of the examination room with the assumption that students should occupy at least every second seat. It is suggested that exam rooms accommodate no more than 50% capacity of the room.
7. The classroom door should be kept open at all times so that the door handle is not touched.
8. Examination rooms, if this is possible, should be ventilated immediately before the exam for approximately 10 minutes. If it is not possible to ventilate the room (air-conditioned rooms), it is suggested that the doors be kept wide open (for approximately 20 minutes)
9. Immediately prior to the exam, contact surfaces (i.e., tables, benches, desktops, countertops, doorknobs, light switches, handrails, etc.) in all exam rooms should also be disinfected.
10. Prior to the exam, seating areas for students and examiners should be marked in advance, e.g., by placing answer sheets or other visible markings, so that persons entering the room occupy seats with a safe distance between them.

11. The examiner who is responsible for the distribution of examination materials (worksheets/question/answer sheets and declarations related to the awareness of the conditions required for taking the exam) is required to do so wearing a medical mask covering the mouth and nose, as well as wearing gloves, paying attention to disinfect hands.
12. Persons waiting for an exam are required to maintain a safe social distance. It is recommended to use personal protective equipment, i.e., medical masks that cover the nose and mouth, even outdoors.
13. Whenever possible, the entrance to buildings and examination halls should be organized by dividing students into smaller groups arriving at specific time slots announced to students prior to the exam.
14. Whenever possible, it is advisable for students to enter through a different door than when leaving the building after the exam.
15. Each person entering the building and the examination room as well as the premises of the University (also in the corridors and toilets) should constantly wear a medical mask covering their mouth and nose, and after contact with common contact surfaces, i.e. door handles, light switches, etc., they are obligated to disinfect their hands.
16. Hand sanitizer (alcohol-based, minimum 60%) are to be placed at the entrance to the examination room and a notice must be posted that it is mandatory to use it; the exam organizers/Examiner are required to ensure that all persons entering the examination room comply.
17. Students taking the exam must bring their own writing utensils.

DURING THE EXAM

18. Only students waiting for/participating in the exam and Examiners and other persons organizing and conducting the exam may remain in front of the exam rooms and in the exam rooms.
19. All persons in the exam rooms during the exam are required to constantly cover their nose and mouth with a medical mask.
20. Once students are placed in the exam room, they should be informed that:
 - 1) They can signal questions related to the course of the examination and their intention to finish the exam by raising their hand and remaining in their seat
 - 2) They are allowed to leave the examination room one by one after obtaining the Examiner's permission and handing in the examination materials and a statement regarding the awareness of the conditions required for taking the exam.
21. In case of an examination group of up to 24 students, verification of the student's identity takes place before entering the examination room; in case of an examination group of more than 24 students, it takes place during the examination, according to the rules stated in points 23 -25.

AFTER THE EXAM

22. Students who have completed the exam before the end of allotted time should signal to the Examiner that they are ready to leave by raising their hand without leaving their seat. The Examiner gives permission to leave the room provided that no one else leaves at that time.
23. Students who have completed the exam just before the end of allotted time will wait in their seats for a signal from the Examiner allowing them to leave the room. The movement of students should be directed so that safe distance is maintained.
24. Before leaving the examination room, the student should go to the place designated by the Examiner and put the examination materials and a signed statement confirming the awareness of the conditions required for taking the exam, in the designated place. Student whose identity has not been verified before entering the examination room is required to present a student ID card to the Examiner in order to confirm their identity.
25. Students leaving the examination rooms are obliged to leave the building in the shortest possible time and by the shortest possible route.
26. Students are not permitted to congregate in front of examination rooms or in other areas of the University.
27. The rules for verification of student identity and the rules for leaving the room in the case of oral and practical examinations should be defined by the Examiner, taking into account the obligation to ensure safe conditions for conducting examinations.

Students participating in the examination and those who organize and conduct the examination are required to follow the above guidelines and the sanitary guidelines issued by: the law, the Sanitary Inspectorate and the University's procedure for dealing with infected or suspected of infection with SARS-Cov2

LINK to the procedure: <https://ed.umw.edu.pl/medicine-covid-forms>

Recommendations can be changed depending on the epidemiological situation.