



UNIVERSITÄT
BAYREUTH

**Faculty of Law, Business &
Economics**

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Business & Economics**

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To all participants of in-class exams in
Business and Economics

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Important information and rules of conduct for in-class exams

Dear student,

You are registered for an in-class exam taking place on campus. In the current situation, our top priority is to ensure the health of everybody involved in the in-class exams taking place on campus.

With this letter, we would like to provide you with important information and rules of conduct for conducting exams. The rules of conduct for face-to-face exams differ from those for face-to-face classes, such as lectures. This is because the "3G rule" does not apply to exams. Nevertheless, in the interest of all concerned, we recommend that you get tested if necessary.

Below you will find the rules of conduct for the examinations, compliance with which is mandatory for us:

1. Should you have tested positive for the SARS-CoV-2 virus 14 days prior to the date of the exam or show symptoms relevant to COVID-19 (e.g., odor/taste disorders, fever, cough, sore throat, general weakness or unspecific general symptoms), we must exclude you from the exam. In such a case, you must stay at home and under no circumstances must you appear at the exam location. This also applies if you have been in contact with people with proven COVID-19 disease (category I or II contact persons) in the last 14 days (also calculated from the date of the exam).
2. The exam room is opened 30 minutes before the exam begins. We recommend that you be close to the exam room in good time before the exam begins, as it will take some time to organize admission.
3. You are obliged to wear a mouth-nose cover in the standard of a "medical mask" when you arrive at the exam location. This obligation applies during the entire examination, in particular also during the time you are working on the exam as well as when entering and leaving the examination room. We recommend that all examinees wear an FFP2 mask for their own protection and for the protection of others present. However, please make sure to select a mask that you can wear well for the entire duration of the exam. Depending on the type of mask, you should remember to take several masks with you, if necessary, so that you can change the mask if it becomes soaked.
4. At all times keep a distance of at least 1.5 m from all other people if you are not at your assigned seat.

5. The Examination Office has informed you of your exam room. For rooms with several entrances, you have also been informed which entrance you must use. The use of exactly this entrance is mandatory.
6. No queues of more than 10 people should form at the entrance to the exam room. If there are already 10 people lined up, you should wait at a reasonable distance until the queue is shorter.
7. You are asked to wash your hands thoroughly with soap and for more than 30 seconds before entering the exam room. It is also advisable to take a lavatory break before entering the exam room, as taking a bathroom break during the exam may be more difficult than normal and therefore more time-consuming due to the distance requirements.
8. A supervisor will be seated behind a Plexiglas panel at the entrance to the respective room. Please show your student ID without being asked.
9. Take the shortest route to the seat which the Examination Office has notified you of by e-mail. There will be no notice of seat allocation on site to prevent groups forming before such a notice.
10. Do not touch any other than your own exam materials and table.
11. When you arrive in the exam room, the exam booklets will already be placed face down on your table. Do not turn them over until you are asked to do so by a supervisor. At the end of the exam, you will be asked to turn the documents over again immediately. Turning over before the start of the exam and not turning over immediately at the end of the exam is considered an attempt to cheat.
12. Any questions can only be asked aloud during the exam.
13. At the end of the exam, the supervisors will inform you when and in which order you may leave the exam room. Take your examination booklet with you and place it on the designated pile at the exit (near the invigilator who carried out the attendance check) before leaving the room. You are not allowed to leave the examination room without handing in your examination booklet.

In order to comply with the official requirements, the supervisors must strictly punish violations and, in particular, call in the police if necessary if the minimum distance or the mask requirement is violated. We must point this out to you.

Failure to comply with these rules will result in immediate exclusion from the exam, which will then be failed.

We are under strict supervision of the respective authorities. In the worst-case scenario, it is possible that all further exams cannot be carried out any longer after a breach of the rules.

Please also note the general rules of the University of Bayreuth for dealing with the Corona pandemic, in particular "Safe & Secure University of Bayreuth - Handbook for dealing with the Coronavirus pandemic at the University of Bayreuth."

We are sorry that we must burden you with these strict regulations and the strict enforcement in addition to the "normal stress" of an exam. However, we are obliged to do so and convinced that these measures contribute to all our health. Therefore, we thank you already now for your cooperation.

The team of the Dean's Office wishes you good luck for the exam and, of course, good health.

Best regards,

Friedrich Sommer