

NOTES ON THE ATTENDANCE EXAMINATIONS FOR STUDENTS IN THE FACULTY OF BUSINESS MANAGEMENT AND ECONOMICS

WINTER SEMESTER 2020/21

Before the examination

- **Masks are compulsory** for the entire outdoor area as well as all traffic routes and rooms in all buildings of the university, during examinations on site, regardless of whether the minimum distance of 1.5 m can be maintained. Solely medical face masks or FFP2 masks are permitted (no FFP3 masks with valves, no visors!). Please bring all work and protective equipment necessary for the examination and not provided by the examination officials yourself. **Wearing the mask is therefore obligatory for the entire duration of the examination** (exception: brief drinking). The mask must also be worn on the premises of JMU or in the waiting area. Further information on the obligation to wear a mask can be found here:
<https://www.bfarm.de/SharedDocs/Risikoinformationen/Medizinprodukte/DE/schutzmasken.html>
- Exception: Medical certificate
In addition to the full name and date of birth, the certificate must clearly state which specific health problems are to be expected as a result of covering the mouth and nose and specify these in detail. In addition to the above-mentioned content requirements, the certificate must show a stamp of the specialized doctor, the name and signature of the person treating the patient, as well as the date of issue. Examinees who present a medical certificate for exemption from the mask requirement should notify the respective examiner 14 days before the examination, so that suitable measures can be taken for the conduct of the examination.
- Please observe the **safety distance** in the waiting area and in the examination rooms.
- We recommend that you bring the **certificate of registered examinations** with you to the examination date.
- There will be an **ID check**, which is currently not carried out at the venue. For examinations in- presence, we are required to record the contact details of all those present in order to improve the tracking of infection chains. For this reason, a self-declaration of awareness and compliance with the Covid-19 infection control measures must be provided by each examinee prior to each examination. This can be done by completing the full COVID19 self-assessment form or by checking in via QR code in the UniNow app on your own smartphone. Please remember to log out of the UniNow app after the exam. If you do not have a smartphone or have forgotten it, we have a paper registration form (COVID19 self-assessment form) and pen available as an alternative.
- After registering, you must go to the examination room immediately. No numbered seats will be allocated, instead you will take the next available seat immediately after registering and remain there until the end of the exam. The seat number must be entered on the cover sheet of the examination paper.

- When registration is completed and all candidates have taken their seats, the examination will be distributed by the invigilators. The examination sheets are to be kept closed until all candidates can start together. You can place your bag and jacket next to or under the table at your examination place. If you need to reach your jacket or bag, give a hint to the invigilators by hand signals. Unauthorised aids are to be removed from the seat or electronic devices (smartphones, smartwatches, fitness trackers, etc.) are to be switched off and stored in pockets and jackets. Dictionaries may only be brought into the examination by international students. Electronic dictionaries are not permitted.
Note: Non-permitted media are not allowed – detecting them equals failing the exam (grade 5,0).

During the examination

- Leaving the examination room is only permitted in order to go to the toilet and only 10 minutes after the beginning of the examination. Leaving the room requires prior permission from the invigilators. Only one candidate at a time may leave the examination room. Before leaving the examination room, all sheets of paper received must be handed in to the invigilators. If you have to leave your examination room, please give a sign to the invigilators by hand signals. Therefore, we kindly ask you to bring a clock/alarm clock (not a smartphone/smartwatch) to the examination.
- As ventilation systems are in operation due to the Corona regulations and, in some cases, additional windows / doors will be opened for ventilation, we kindly ask you to bring warm clothing with you.
- As long as none of the examination candidates has left the examination rooms (in order to go to the toilet), candidates who arrived too late can take part in the examination. The missing time resulting from the late arrival is at the expense of the candidate. The end of the examination time will be announced or written on the blackboard.

After the end of the examination

- Due to social distancing and rules for an orderly leaving the exam room, it is not permitted to hand in the exam before the end of the settled time.
- Stay on your seat until you are asked to leave the examination hall by the invigilator.
- Please leave your examination place clean!
- When standing up, wear a medical face mask or an FFP2 mask (no FFP3 mask with valve!).
- Leave the examination hall only via the marked exits.
- Leave the premises immediately after the end of the examination.
- The nightly curfew prohibits staying outside of a dwelling from 9 p.m. to 5 a.m., unless this is justified due to professional or official activities or educational purposes that cannot be postponed. The examinations within our university cannot be postponed. After the end of the examination (should it be after 9 p.m.), please go home directly, taking the certificate of registered examinations with you as a proof.

Exclusion from the examination procedure in case of symptoms of infection

Persons are excluded from participation in the examinations if

- a) they have had unprotected contact with a confirmed COVID-19 infected person in the last 14 days or
- b) they exhibit symptoms that indicate a COVID-19 infection such as cough, cold, sore throat, fever ($\geq 38.0^{\circ}\text{C}$), loss of smell and taste
- c) they are obliged to go into quarantine at home according to the respective valid entry quarantine regulation (<https://www.laws-bavaria.de/Content/Document/BayEQV/true>)
- d) for whom official quarantine measures have been ordered for other reasons.

In case b), permission to take part in the examination can be granted by submitting a negative medical certificate of a molecular biological coronavirus SARS-CoV-2 test (not older than 48 hours and no antibody test!) to the person responsible for the examination. In case c) a shortening of the quarantine period is possible according to the requirements of the Entry Quarantine Ordinance (EQV) by proving a SARS-CoV-2 negative test (<https://www.gesetze-bay-ern.de/Content/Document/BayEQV-3>).

Participants who have entered the examination hall despite infection symptoms (cough, cold, sore throat, loss of smell and taste in connection with fever $\geq 38.0^{\circ}\text{C}$) will be excluded from the examination procedure.

Examination rooms at Sanderring

The examination rooms are the Audimax-HS, HS 166 (Brose-HS), HS 162 (Sparkassen-HS) and the two CIP pools. Important information for each room is noted at the entrance and exit, as well as at site where you register.

HS 166 (formerly Brose-HS) and HS 162 (Sparkassen-HS): The registration station is set up in the lecture hall itself. Admission and waiting area is the rear entrance; exit via the same route.

Audimax lecture hall: The registration station is set up in the Audimax itself. Waiting area in the atrium. Entrance is the first Audimax door, exit again in the atrium towards the main exit.

CIP pools: The registration station is set up in front of the PC room. Admission and exit are via the same route.

External examination rooms

Also in this semester, some additional external examination rooms have been rented for exams so that we can meet Corona requirements. These are:

- Posthalle: address - Bahnhofplatz 2, 97070 Würzburg; no parking for students; admission: ramp behind the Posthalle
- VCC -Vogel ConventionCenter (Rotationshalle, Shedhalle, the Curve, Heisenberg 3): address - Max-Planck-Str. 7/9, 97082 Würzburg; parking facilities (free of charge) for students; registration points: Counter Foyer Ost (access Shedhalle and The Curve), Counter Foyer West (access Rotationshalle and Heisenberg); admission Shedhalle and The Curve via Foyer Ost (Max-Planck-Straße) Rotationshalle and Heisenberg via Foyer West (rear via P1)

- CCW -Congress Centrum Würzburg (Franconia, Panorama level): address - Pleichertorstr., 97070 Würzburg; parking facilities (paid parking) for students; admission to all examination halls via entrance A (Pleichertorstraße)
- Interimsmensa: address - Matthias-Lexer-Weg 25, 97074 Würzburg. If you come by car, please use the parking spaces indicated here: Gerda-Laufer-Straße (north side Language Centre) Matthias-Lexer-Weg (east side Language Centre) Magdalene-Schoch-Straße.

You will find further information and a map of external locations on the following pages.

Lageplan

Congress Centrum Würzburg



Congress Centrum
Würzburg



Zugang zu den Prüfungen nur über Eingang A.

Anschrift:
Congress Centrum Würzburg (CCW)
Pleichertorstraße
97070 Würzburg



**Congress Centrum
Würzburg**

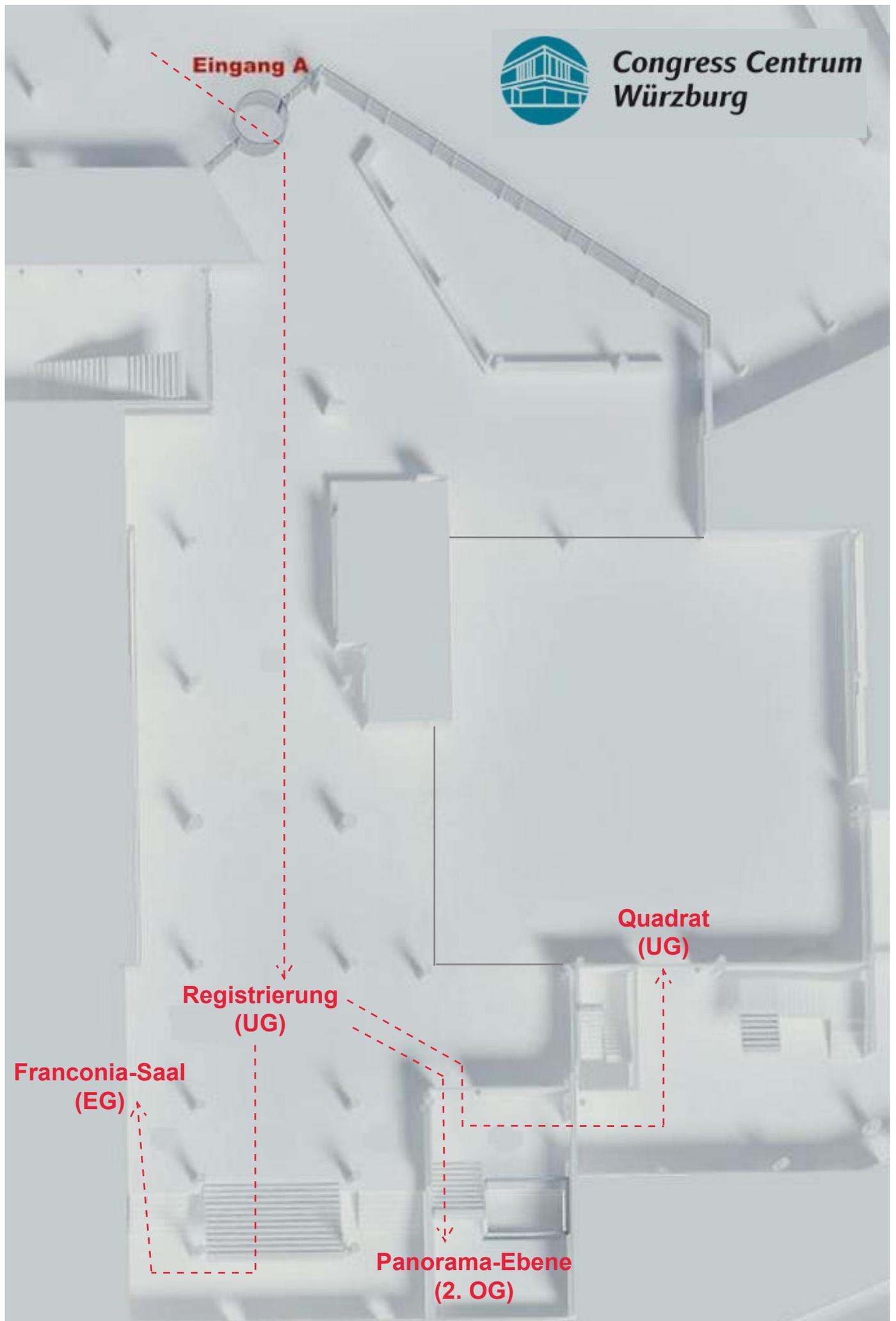
Eingang A

**Quadrat
(UG)**

**Registrierung
(UG)**

**Franconia-Saal
(EG)**

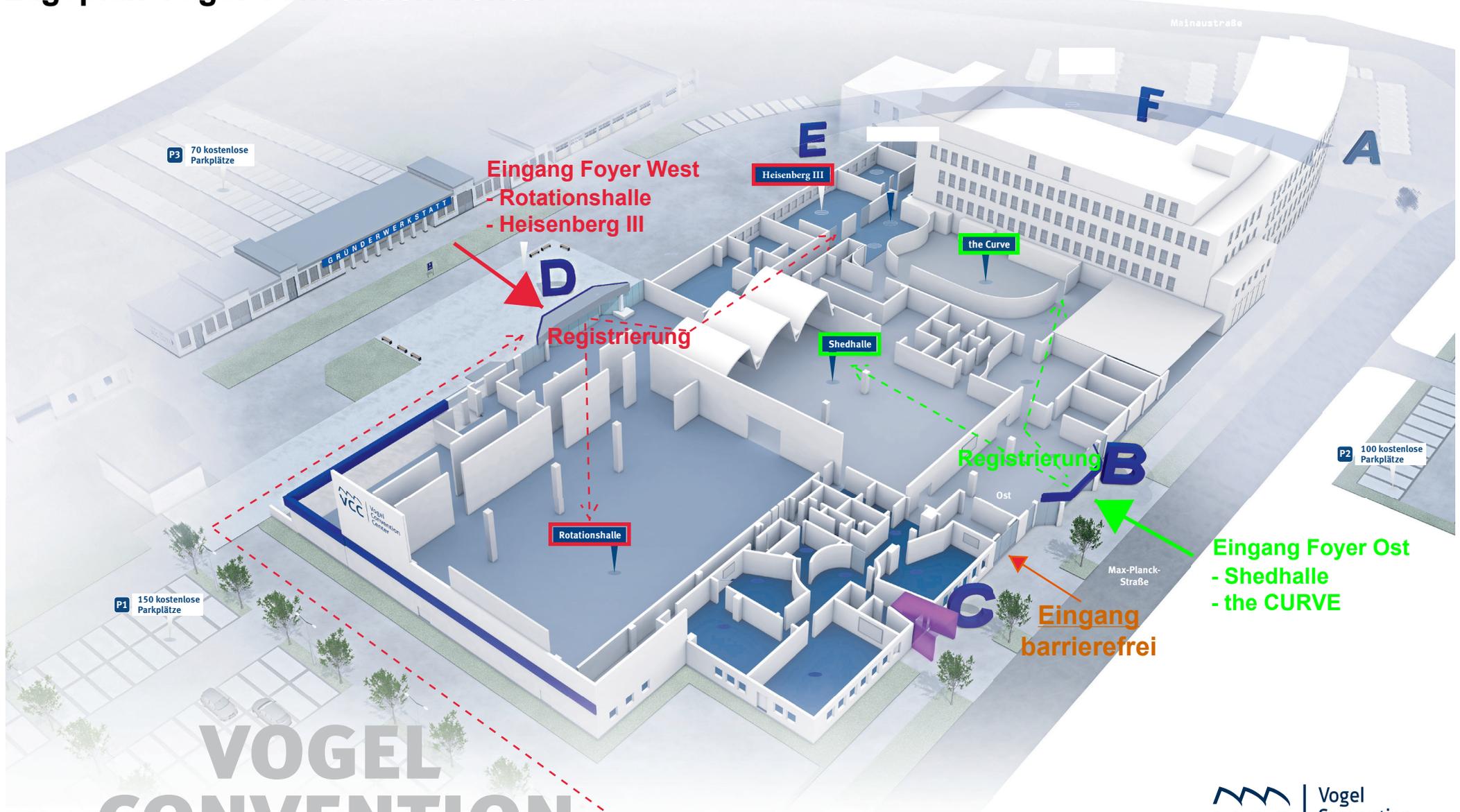
**Panorama-Ebene
(2. OG)**



Congress Centrum Würzburg - Eingang



Lageplan Vogel Convention Center



**VOGEL
CONVENTION
RAUM FÜR WISSEN,
KOMMUNIKATION CENTER
UND BEGEGNUNG**

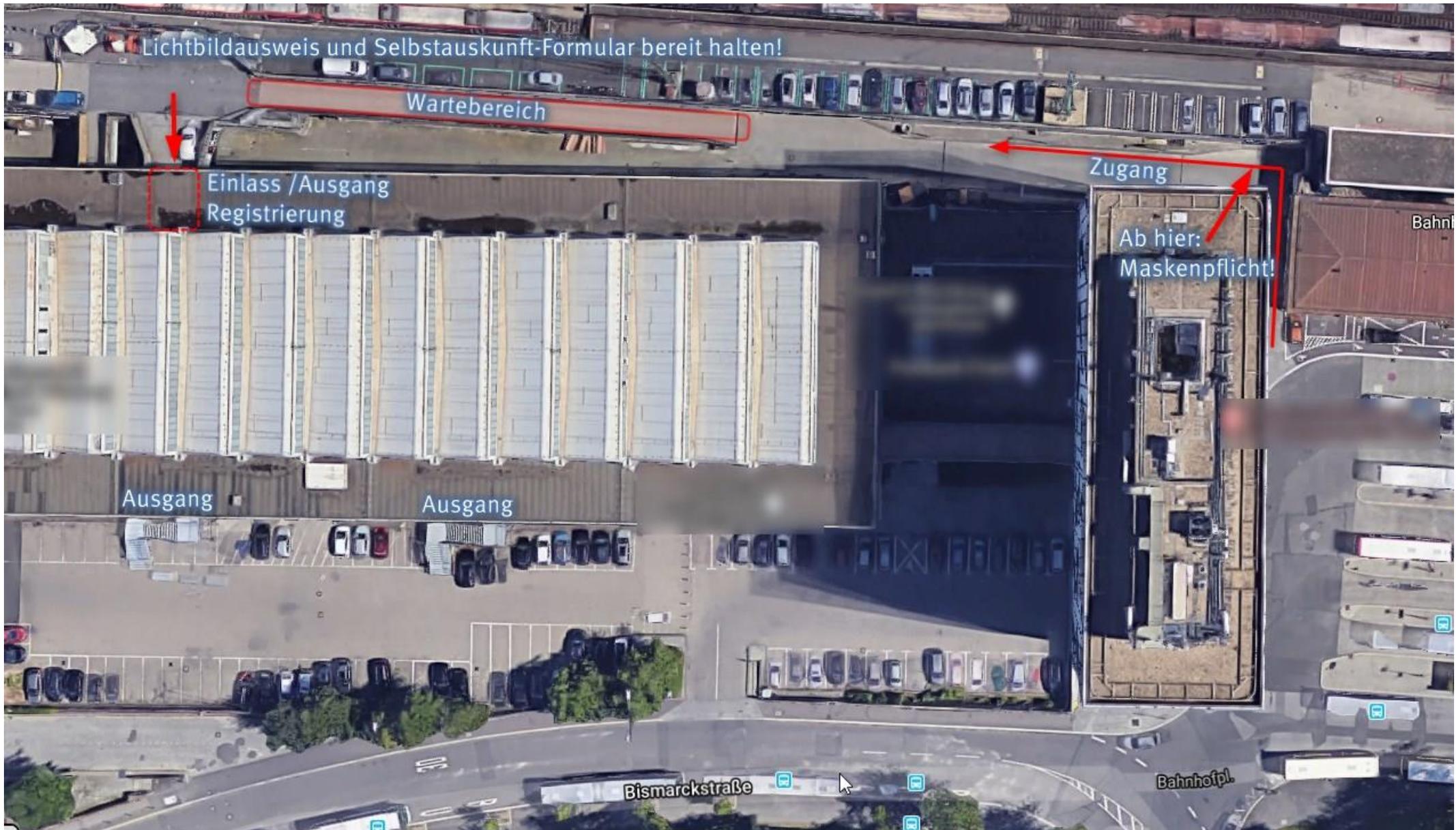
VCC | Vogel
Convention
Center
www.vcc-wuerzburg.de

VCC Vogel Convention Center GmbH
Max-Planck-Straße 7/9
97082 Würzburg
Telefon +49(0)931 418 7789
vcc@vogel.de

Übersicht Vogel Convention Center



Lageplan Posthalle



Ihre Anfahrtsmöglichkeiten zur Posthalle

Mit dem Zug

Die Posthalle ist ideal mit dem Zug zu erreichen.

Nach dem Verlassen des Bahnhofs-Gebäudes, müssen Sie nur noch 50 m nach rechts Richtung Posthochhaus laufen.

Mit den öffentlichen Verkehrsmitteln

Die Posthalle befindet sich direkt neben dem Busbahnhof und den Straßenbahnhaltestellen am Bahnhof.

Sie müssen nur Richtung Posthochhaus laufen.

Mit dem Auto

Geben Sie in Ihr Navigationsgerät die Adresse „Bahnhofplatz 2, 97070 Würzburg“ ein.
Es befinden sich an der Halle und im Umkreis gebührenpflichtige Parkplätze.

Der Eingang befindet sich auf der Gebäuderückseite.

