

Dear students,
please note the following information necessary for conducting on-site exams during the examination period of summer semester 2020 of the Faculty TI:

- Please arrive in front of the building on time, approximately 40 minutes before the registered examination time, and wait outside at the marked spot in front of the entrance. Please keep a safe distance from your classmates.
- You must **wear a mask** in the waiting area in front of the entrances and in the hallways of the building until you reach your place in the examination room. Simple masks as used in public transportations are sufficient. You may remove these masks when you are at your place in the examination room. **You are not allowed to enter the building without a mask.** If you cannot wear a mask due to illness, you will be admitted at your own risk and only with a medical certificate.
- You **must** bring a signed hardcopy of the attached **declaration**, which includes your application for the exam, and confirms that you do not have any cold symptoms or acute illness. It is necessary to hand in this declaration while entering the building. If you do not have this declaration with you, you will not be allowed to enter the building nor take the exam.
- Once you enter the building, please disinfect your hands with the dispensers provided.
- In the entrance area you will find a so-called “distribution list” that assigns you to an examination room. Please proceed to your examination room following the route regulation and a safe distance.
- Please have a **photo ID and/or your student ID** ready when you enter the examination room. Your presence will be noted at the entrance and **your identity will be checked.**
- Please always fill the available seats at the far end of the door in the examination room.
- Your exam is already placed face-down on your table. You are not allowed to read or write the exam until the exam time officially starts.
- Please write the exam with black or blue pen. Please do not use red pen.
- Mobile devices are prohibited and must be switched off and placed in a bag. The use of mobile devices during the exam is considered as an attempt to deceive. This also applies to smart watches (including fitness wristbands), smart glasses etc.
- Please note that due to the large number of examination rooms, the presence of the lecturer cannot be assumed, so **questions regarding the content cannot be answered** during the exam.
- At the end of the working time, please flip the exam to be faced downwards on the table again. **Your exam remains face-down on the table.**
- Please leave the building quickly and follow the route regulations again. Don't forget to wear the mask.

Good luck with your exams!

Exam Participation Request / Declaration:

I hereby apply to take the exam: _____

A reason for having to interrupt the examination cannot be foreseen when this application is submitted.

I am aware that people who show symptoms (e.g. cough, fever, diarrhea) that could indicate a COVID-19 infection and have not been medically clarified, are prohibited to stay at HAW Hamburg.

With my signature, I therefore confirm that I am symptom-free.

First name: _____ Last name: _____

Student ID / Matriculation No.: _____

Date: _____ Signature: _____