



UNIVERSITEIT  
GENT

# SAFETY PROCEDURE FOR EXAMS - STUDENT VERSION

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# 1 INTRODUCTION

This handbook contains guidelines for taking exams '*on campus*'.

There are guidelines for each of the four types of '*on campus*' exam. Although the basic guidelines are broadly similar, there are slightly different procedures to follow depending on the specific type of exam. For this reason we ask you to carefully read this **document in full** before your exams.

You should pay strict attention to these guidelines, and **once on campus, always follow any instructions that you are given very carefully**. By precisely following all guidelines and instructions, you help ensure that exams '*on campus*' can be carried out as safely as possible.

## 2 GENERAL GUIDELINES

### 2.1 What to do if you are ill

- Stay at home if you feel unwell or have any symptoms of illness. If you are ill, you must not come onto the campus or participate in the exam.
- Notify the examination secretary and the teacher responsible as soon as possible, following the procedure for the faculty.

### 2.2 Getting to your exam

- If possible, come to the exam on foot or by bike.
- If that is not possible, you can come by car: either drive yourself, or get a family member to drop you off. Parking is available in public parking spaces.
- Carpooling is also an option if you can keep 1.5m distance from each other in the car and as long as you wear face masks.
- Only use public transport if you have no alternative. This is because public transport is the least effective option for ensuring *physical distancing*. If you do use public transport, follow all the safety guidelines that apply.

### 2.3 Physical distancing

- Following *physical distancing* is one of the basic rules for combatting the spread of Covid-19.
- Always ensure that you keep a distance of at least 1.5m between yourself and others, at all times and in every situation. This is also true, for example, in the bicycle sheds, car parks, waiting areas and in the bathrooms.
- After your exam, leave the room and building immediately.
- Do not 'hang around' the building or on site after your exam.
- Avoid congregating in groups at any time.

### 2.4 Hand hygiene

- Disinfect your hands using hand sanitiser whenever you enter the Ghent University buildings, or in any other places where you are asked to do so (cf. Annex 2).
- Wash your hands regularly with water and liquid soap in the correct way (cf. Annex 1).

- If water and liquid soap are not available in the immediate vicinity, use the hand sanitiser provided. (cf. Annex 2).
- All exam rooms are disinfected regularly.

## 2.5 Face masks

- It is mandatory for all staff and students to wear a face mask during the exam.
- Wear a face mask as specified by the authorities, i.e. a face mask without an outlet valve, made of fabric or disposable material, which fits closely to the face, covering the nose, mouth and chin, and is intended to prevent contamination during contact between persons. Accessories in fabric such as bandanas, scarves, buffs... are not accepted as an alternative to a face mask.
- Wear your face mask properly (cf. Annex 3).
- After the exam, you should keep wearing your face mask until you are off campus.

## 2.6 Food and drink

- You are allowed to have a bottle of water (without a label).
- Food is not allowed.<sup>1</sup>
- While drinking (or eating) you may briefly take off your face mask.

## 2.7 Jackets and bags

- You should only bring items which are strictly necessary to the exam.
- Once in the exam room, place your coat/backpack/bag under your own table or chair, and nowhere else.

## 2.8 Going to the toilet

- You should go to the toilet before your exam starts.
- Be careful to limit the number of people present in the bathroom at any one time.
- After going to the toilet, wash your hands with water and liquid soap in the correct way (cf. Annex 1).
- All bathroom areas are regularly disinfected.
- You should only go to the toilet during the exam if it is absolutely necessary.

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<sup>1</sup> Unless this is necessary for medical reasons.

### 3 COLLECTIVE WRITTEN EXAMS AND COMPUTER-BASED EXAMS

- Exams can last up to 3 hours, except for students with a special status (whose exams may last up to 3 hours 45 minutes).
- Always follow instructions carefully and quickly.
- Once in the room, when moving to your designated seat, always respect *physical distancing* and keep 1.5m between yourself and others.
- The exam papers will be ready on the table. Start the exam only once the signal is given.
- In case of interruptions during the exam (e.g. trip to the toilet, food/drink, ...) no one should leave the room until the previous person has come back.
- Once you are finished you should put your exam in the designated cardboard box.
- Register your attendance at the exam by showing your student card.
- Place any waste, such as paper tissues, or other rubbish, in the bin by the exit.
- Leave the building immediately after the exam and do not hang around on campus.

#### **Specific instructions for computer-based exams**

- At the beginning and end of the exam, clean the keyboard, mouse, and screen of the PC that you are using as well as the surrounding surface of the table with the alcohol wipes provided.
- Put the alcohol wipes in a rubbish bin when you leave the room.

## 4 INDIVIDUAL EXAMS

- When you arrive on campus, go straight to the exam room.
- Follow all instructions very carefully.
- Once in the room, when moving to your designated seat, always respect *physical distancing* and keep 1.5m between yourself and others.
- The examiner/invigilator will give a sign when it is your turn to start your exam.
- The examiner will let you into the exam room.
- Follow the examiner's instructions when preparing for the exam either on the board or on paper.
- Once you are finished, you should put your exam in the designated cardboard box.
- Register your attendance at the exam by showing your student card.
- When the exam is finished, the examiner will open the door and you can leave the room.
- Leave the building immediately after the exam and do not hang around on campus.

## 5 EXAMS WITH A PANEL

- When you arrive on campus, go straight to the exam room.
- Follow all instructions very carefully.
- A member of the panel will let you into the exam room.
- Once in the room, when moving to your designated seat, always respect *physical distancing* and keep 1.5m between yourself and others.
- Follow the instructions of the chair of the panel
- If you are giving a presentation, please bring your own laptop in accordance with the arrangements.
- Register your attendance at the exam by showing your student card.
- When it is time, a member of the panel will open the door and you can leave the room.
- Leave the building immediately after the exam and do not hang around on campus.

## APPENDICES

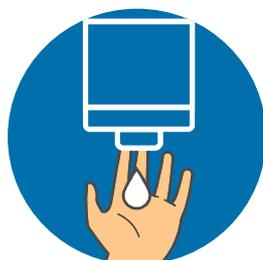
1. Instructions on how to correctly wash hands with soap and water.
2. Instructions on how to correctly use hand sanitiser.
3. Instructions on how to correctly put on and remove face masks.

# Hoe handen wassen? | How to wash hands?

Duurtijd van de procedure: 40-60 seconden  
Duration of the procedure: 40-60 seconds



Handen nat maken.  
Wet hands with water.



Gebruik voldoende zeep.  
Apply enough soap.



Wrijf handpalm tegen handpalm.  
Rub hands palm to palm.



Wrijf met gekruiste vingers je rechter palm over je linker handrug en omgekeerd.  
Rub right palm over back of left hand and left palm over back of right hand.



Binnenkant handen, vingers in elkaar.  
Rub palm to palm with fingers interlaced.



Achterkant vingers in binnenkant handen.  
Rub backs of fingers to opposing palms with fingers interlocked.



Maak cirkels met je linker duim in je rechterpalm en omgekeerd. Vergeet ook de polsen niet.  
Rotate left thumb clasped in right palm and vice versa. Don't forget the wrists.



Maak cirkels met je vingers over je handpalm.  
Rotate clasped fingers in palms.



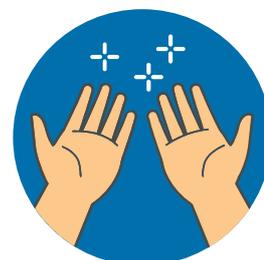
Spoel de handen met water.  
Rinse hands with water.



Droog de handen met een papieren handdoekje.  
Dry hands thoroughly with a single use towel.



Draai de kraan dicht met een handdoekje.  
Use towel to turn off faucet.



Je handen zijn nu proper.  
Your hands are now clean.

# Hoe handen desinfecteren?

## How to disinfect hands?

Duurtijd van de procedure: 20-30 seconden  
Duration of the procedure: 20-30 seconds



Breng voldoende ontsmettingsmiddel aan.

Apply sufficient disinfectant.



Wrijf handpalm tegen handpalm.

Rub hands palm to palm.



Wrijf met gekruiste vingers je rechter palm over je linker handrug en omgekeerd.

Rub right palm over left dorsum with interlaced fingers and vice versa.



Wrijf handpalm tegen handpalm met gekruiste vingers.

Rub palm to palm with fingers interlaced.



Wrijf de achterkant van de vingers tegen de handpalmen.

Rub backs of fingers to opposing palms with fingers interlocked.



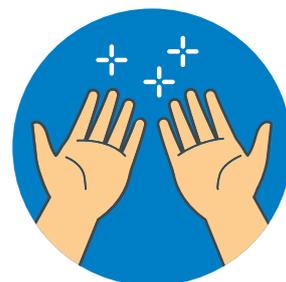
Maak cirkels met je linker duim in je rechterpalm en omgekeerd.

Rotate thumb clasped in right palm and vice versa.



Maak cirkels met je vingers over je handpalm.

Rotate clasped fingers in palms.



Je handen zijn nu gedesinfecteerd.

Once dry, your hands are disinfected.



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Draag zorg voor jezelf en zo ook voor anderen.

Take care of yourself and of others.

# Hoe correct opzetten, dragen en verwijderen van een mondmasker?

## How to put on, wear and remove a face mask?

### Opzetten van een mondmasker | Putting the face mask on



Was of ontsmet je handen grondig.  
Vouw het masker open.

Wash or disinfect your hands thoroughly.  
Unfold the face mask.



Raak enkel de elastieken of lintjes aan.  
Bedek je mond én neus volledig met het masker. Laat geen openingen.

Only touch the elastics or ribbons.  
Cover your mouth and nose completely with the mask. Do not leave openings.



Breng de elastieken aan achter je oren of bind de touwtjes vast rond je hoofd.

Place the ear loops behind your ears or tie the ropes behind your head.

### Dragen van een mondmasker | Wearing a face mask

Raak je gezicht niet aan als je het masker draagt.

Do not touch the face mask while wearing it.

Draag het masker maximaal 8 uur in normale omstandigheden of vervang het na 4 uur bij continu intensief gebruik.

Wear a face mask for a maximum of 8 hours in normal circumstances or replace it after 4 hours of continuous intensive use.

Vervang het masker als het vuil, beschadigd of vochtig is.

Replace the face mask when dirty, damaged or humid.

### Verwijderen van een mondmasker | Removing a face mask



Was of ontsmet je handen grondig.  
Verwijder het mondmasker zonder de voorkant aan te raken.

Wash or disinfect your hands thoroughly.  
Remove the face mask without touching the front.



Een wegwerpmasker gooi je in een vuilnisbak.

Throw the disposable face mask in a rubbish bin.



Was of ontsmet nogmaals je handen grondig.

Wash or disinfect your hands once more thoroughly.



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