

RECOMMENDATIONS FOR ORGANIZERS ON THE CONDITIONS FOR CONDUCTING EXAMS, TESTS AND CONSULTATIONS AT THE PREMISES OF LODZ UNIVERSITY OF TECHNOLOGY

Group written final tests and exams

1. Examinations and written tests may be conducted in auditoriums, teaching rooms and laboratory rooms of Lodz University of Technology on condition that appropriate distances are maintained between the students and between the students and the teacher. There are no restrictions concerning the number of people in the classroom (with appropriate spacing), however, it is recommended - if the room conditions allow - to hold exams in rooms with as few people as possible in the room. Tables in the room should be arranged and staffed in such a way that at least 1.5 m distance in each direction.
2. It is necessary to ensure that persons waiting to enter the room keep a safe distance from each other, min. 1.5 m.
3. The rooms should be open well in advance to limit the possibility of people gathering when entering the rooms.
4. No outsiders should be allowed to enter the rooms where the test or examination is being carried out.
5. Entering the room and taking seats as well as leaving the room after the completion of the test should take place individually.
6. The students may not bring unnecessary items into the room, including clothes, bags, books, mascots, food, drinks, etc. There should be places where the person taking the exam or test will be able to leave unnecessary personal items before entering the exam room.
7. The door to the room should be kept open so that the exam takers do not have to open it. The only exception is when the rooms are ventilated so as not to create drafts. If, for reasons of fire safety, the doors cannot be opened, the door handles must be disinfected more frequently
8. At the entrances to the exam rooms, waste bins must be placed for the used personal protective equipment.
9. Hand disinfectant should be provided immediately in front of or in each examination room. Hand disinfection before entering the room is obligatory. It is recommended that both the exam takers and the examiner use disposable protective gloves during the test. The university does not provide gloves for students.
10. The exam takers are required to use masks or face shields covering their mouths and noses throughout the test or exam. The University does not provide the students with these security measures.
11. The examiner and support teachers should keep their mouths and noses covered with a mask or face shield when moving around the room. They can uncover their faces as they watch the exam progress, sitting or standing, maintaining the necessary distances.
12. It is recommended that the examination sheets should be placed on the tables before the students enter the room.
13. Written tests should be collected in a container, and then disinfected or quarantined (min. 24 hours).

14. Persons who take the exam or test submit a statement on the absence of health contraindications and voluntary participation in the exam or test at the University, according to the specimen specified in Appendix 6 to this Ordinance, on the form provided by the teacher. The declarations are kept by the examiner for a period of at least 15 months.
15. Persons who cannot take the exam or test due to health reasons are obliged to justify their absence by submitting a document confirming the need to avoid contacts issued by an authorized entity (state sanitary inspector, doctor).
16. Examiners are obliged to draw up each time the attendance list of persons participating in the test or exam.
17. The rooms in which the test or examination is carried out should be ventilated before admitting the students and approximately every hour during the test and after taking the test, ensuring the comfort of the candidates.
18. The surfaces of tables and hard surfaces of seats used during the examination, as well as frequently used places (e.g. door handles, light switches, etc.) should be disinfected with liquid disinfectants before each use of the room.
19. In situations not described in these recommendations, which, in the opinion of the teacher, may pose a threat of spreading the SARS-CoV-2 virus, the teachers are obliged to react adequately to the threat, by means of actions aimed at minimizing the threat or reporting this fact to the immediate supervisor.

Individual oral exams, final course tests and consultations

1. It is necessary to make sure that exam takers waiting to enter the examination room or consultation room keep a safe distance from each other, min. 1.5 m.
2. Exams, tests and oral consultations may be conducted in classrooms, laboratory rooms, consultation rooms, etc., provided that an appropriate distance is kept at least 1.5 m between the student and the teacher during the exam, test or consultation.
3. The participant taking part in the exam, test or consultation cannot bring unnecessary things to the room, including clothes, bags, books, mascots, food, drinks, etc. A place must be provided where the person taking the test, examination or consultation can leave unnecessary personal belongings before entering the room.
4. In the immediate vicinity of examination or consultation rooms, waste bins should be placed for used personal protective equipment.
5. The teacher and the student taking the exam should keep their mouths and noses covered by a mask or face shield while in a common room. The University does not provide these means of protection for the students or the consulted persons.
6. The exam taker and teacher should disinfect hands each time before and after the meeting. It is recommended that both the examinee and the teacher use disposable protective gloves during the meeting. The University does not provide gloves for the students or the consulted persons.
7. No outsiders should be allowed to enter the rooms where test, examination or consultations are conducted.
8. The teacher conducting the exam, test or consultation and the examinee should each use their own stationery.
9. The surfaces of tables and hard surfaces of seats used during the meeting, as well as frequently used places (e.g. door handles, light switches, etc.) should be disinfected with liquid disinfectants immediately after each individual meeting.
10. The room should be ventilated each time before and immediately after the meeting.

11. Examinees taking part in an examination, test or consultation are required to submit a declaration that there are no health contraindications and that they are willing to take the examination at the University on the form provided by the teacher, according to the formula specified in Appendix 6 to this Ordinance. The declarations are kept by the examiner for a period of at least 15 months.
12. Persons who are unable to take the examination or test for health reasons are required, in order to justify their absence, to submit a document confirming the need to avoid contacts issued by an authorized entity (state health inspector, doctor).
13. Examiners are required to draw up a list of persons participating in the test, examination or consultation.
14. In situations not described in these recommendations, which in the opinion of the examiner, in charge of the examination or consultation may pose a threat to the spread of SARS-CoV-2 virus, the examiners are required to respond adequately to the threat by taking actions aimed at minimizing the threat or reporting it to the immediate supervisor.