

General aspects related to the face-to-face examinations of the 2020/21 academic year generated by the Covid-19 health emergency situation

This document complements the [“Specific measures to prevent contagion and its traceability in the School of Roads during the health emergency Covid-19 \(academic year 2020-2021\)”](#) and the document [“General aspects related to the Teaching of the 2020/21 academic year generated by the health emergency situation of the Covid-19”](#)

Examination protocols In

order to take face-to-face exams, it is necessary to minimize contact with common material: • Each student must bring their own writing material (pen, pencil, etc.) or calculation material (calculator). This type of material should not be allowed to be shared.

Therefore, students should be cautious to prevent pens from malfunctioning or batteries from running out. • Before starting the exam, it is recommended that the student take the official exam sheets that he / she needs or that the teacher indicates. The teacher will be able to hand out the sheets with gloves. • The exam statement should have been printed at least 48 hours in advance. It is recommended that the teacher hand out the statement with gloves or that the student collect the statement. In the latter case, it is necessary to establish the procedure to do so in an orderly manner and without forming groups of people. • Once the exam is over, the sheets to be corrected can be collected as follows

any of the following recommendations:

- o By the teacher himself wearing gloves, o The student will deposit his exercises to be corrected, in a box that the teacher will take and will deposit in a well accessible place in the classroom. In this case, it must be done in an orderly manner to avoid grouping people when depositing the sheets inside, or The teacher may open a link to the Atenea platform so that students once the exam with their mobile devices can scan and send their exercises • Please note that in case of collecting the exams physically, the teacher will not start correcting them until after 48 hours.

Classrooms will be open 10 minutes before the start of the exam. Students will have to wait outside the building for up to 10 minutes before the exam.

Punctuality is required. Admission to the classroom will not be allowed once the exam has begun

We ask that you avoid crowds of students at both entry and exit.

Once the students are on campus and especially inside the building, they must remain **silent** in order to respect the other exams that are being taken in other classrooms.

To enter the classroom, students will line up 1.5 m away from the students in front and behind them in the row. The order of the row will be in order of arrival.

Upon entering the classroom, students will be required to disinfect their hands with hydroalcoholic gel.

If the teacher indicates this, he / she will have to collect the exam (otherwise he / she will then hand it out once all the students are seated). Students will sit starting from the last row and the place closest to the window. From there they will complete the rows always starting to sit from the place closest to the window, respecting the places where you can not sit by Covid-19 protocol.

If the number of students is less than the occupancy of the classroom, the teacher will tell you if you can leave a row free.

Throughout the exam the classrooms will have their windows open and at no time will the student be able to remove the mask, nor can it be removed from its place without the permission of the teacher.

When instructed to do so by the teacher, he / she will have completed the exam and will not be able to write any more. The delivery of the exam will be done as indicated by the teacher.

If a student finishes before the scheduled deadline, he / she will have to wait for the teacher's instructions to hand in the exam.

The exit from the classroom at the end of the exam will be in an orderly manner. The exit will start in a staggered manner, starting with the first row from the farthest place from the window and advancing towards the last rows.

We ask students not to stay in the building or on campus to comment on the exam, and please leave for your home as soon as you finish the exam.