



REGULATIONS FOR FACE-TO-FACE EXAMINATIONS IN THE FACULTY OF EDUCATION (updated version)¹

Palma, Alaior and Ibiza, 12th January 2022

1. Objectives

These regulations aim to:

- Publicise the guidelines set out by the UIB that all those either directly or indirectly involved in face-to-face examinations must follow.
- Establish specific Faculty of Education measures based on the inherent characteristics of its programmes.

These guidelines aim to ensure health and safety that prevent possible COVID-19 infections, in accordance with current established protocols.

2. General Principles

1. In accordance with the teaching and assessment plan for the 2021-22 academic year, all first-semester **examinations** must be done **in-person**. Where students have filled in the relevant form (positive for COVID-19, compatible symptoms, close contact and NOT fully vaccinated) or they have been classified as at-risk by the UIB medical unit, lecturers shall select one if the alternative assessment options in line with the general UIB regulations.
2. All those involved in an exam must correctly wear an approved hygienic mask. It must be worn in all areas of the university and, therefore, at all times during the examination.

¹ Regulations approved at the Faculty of Education Board meeting on 2nd December 2020, with the adaptations set out in current regulations as of January 2022.

3. A personal safe distance must be kept when entering and exiting the assigned examination room. For safety reasons, nobody may dawdle in building corridors.
4. When entering and exiting the room, both lecturers and students must disinfect their hands with sanitiser from the dispensers located at the entrance to all rooms.
5. In coordination with Administrative Services and Porters' Lodges, the faculty has arranged the room cleaning requirements where different exam sessions are held.
6. Lecturers must ensure air quality in the room for the entire duration of the exam. As a general rule, windows and doors must be left open in the rooms. However, where weather conditions impede this, windows and doors should be left open five minutes for every 20 minutes that the room is in use.

3. Organisational Measures in the Faculty

The faculty shall assign classrooms for exams based on capacity and the number of registered students on the subject. For longer examinations, maximum occupancy may be reduced in classrooms with fixed furniture used for in-person classes, and students be alternated, for example, between one full and one empty row.

4. Organisational Measures for Lecturers

1. In accordance with Faculty of Education planning, lecturers must specifically notify students far enough in advance about the following:
 - The building where the face-to-face exam will take place
 - The assigned room
 - The exam dates
 - The arrival time for each student group in the room (see point two of this section)
 - The date and start time for the examination
 - COVID-19 preventive measures and recommendations aimed at students (see section 6).
2. Depending on the number of students sitting the face-to-face exam, entry turns shall be set for the room, staggered into 10-minute intervals. The aim here is to avoid crowding in hallways. If rooms next door to one another are reserved, student entry must be staggered and students must be called in with enough time between entries.

3. For rooms with more than one entrance (e.g. main auditorium), lecturers must split student groups proportionally between the different entrances.
4. Lecturers are recommended to arrive sufficiently in advance at the assigned room to be able to distribute a copy of the exam and answer sheets to each authorised seating place whilst students are not in the room. In this way, they will not have to be passed around by hand.
5. Lecturers must seat students based on the maximum occupancy for the room as indicated by the faculty.
6. Ordered student entry into exam rooms shall be established, attempting to maintain the 1.5-metre safety distance and reminding students that they must disinfect their hands as they come into the room. Students who arrive late must wait to one side and will come into the room last. Wherever possible, lecturers shall be seated in a place that enables them to maintain personal safety distance and control student entry, assign them a place (students who come in first are recommended to be seated in places farthest from the entrance) and ensure they do not touch documents placed on the desk. Once everyone is inside the room, students shall remain in their assigned place until everyone has arrived.
7. It should be stated that maximum room occupancy must be adhered to at all times. In no way shall room furniture be moved or extra items be installed from other spaces.
8. Whenever possible, keep the door and some windows open in the room during the examination. If the windows cannot remain open for the entire exam, they should be opened for 5 minutes every twenty minutes, as a general rule.
9. During the exam, lecturers shall remain in the room. Where students have a question, they shall ask it out loud from their seat and lecturers shall provide the answer to the entire class.
10. To hand in their exam, it is recommended that students place their completed answers in a box located on a desk near the exit.
11. The exit protocol for the room must ensure no crowding occurs. Students shall exit as they finish their exam, respecting the personal safety distance. After the exam, students may not remain in hallways and will be asked to exit the building.
12. Students who require an attendance certificate must say so out loud to the lecturer before the start of the exam. The lecturer will provide them with one at the end. Lecturers may also use the electronic certificate available at [resources from the Undergraduate Studies Management Unit](#) (UGEG).

5. COVID-19 Preventive Measures and Recommendations Aimed at Students

Lecturers must notify students sufficiently in advance about the following regulations, measures and recommendations to ensure face-to-face exams may take place in proper safety conditions.

Regulations are aimed at students and, therefore, written in a way that enables lecturers who so wish to copy and send them to students:

1. If you have COVID-19, compatible symptoms or are a close contact and NOT fully vaccinated, you must fill in the relevant form and do not have to go to the exam. You need to notify your subject lecturer about your situation and s/he will indicate the applicable alternative assessment option, in accordance with general UIB regulations.
2. You must wear an approved mask at all UIB facilities and, therefore, throughout the exam session.
3. Check which room the exam is to be held in beforehand. Do not enter the building or wait in corridors until the entry time for the class assigned to you by the lecturer. Go directly to the assigned room and, once you have finished the exam, exit the building.
4. Keep the 1.5-metre safety distance at all times in all areas of the university, and especially after entering the room. Once inside the room, follow the instructions provided by the lecturer in charge.
5. Before entering and exiting the exam room, disinfect your hands with sanitiser. It is available from the dispensers located outside the room.
6. Bring the minimum number of belongings with you to the exam, i.e. only the necessary material for the exam. You must place personal objects and bags under the chair next to you, not on top. You may not share material (pens, calculators, Tipp-Ex, correction fluid, etc.).
7. You may not get up from your seat or move to ask any questions during the examination. You must ask them out loud from your seat.
8. When you finish the exam, you must hand it in as per the lecturer's instructions.
9. If you require an attendance certificate, please tell the lecturer out loud before starting the examination. You will be handed one at the end.