

(Englisch / English)

Special provisions for written and oral examinations

Dear Parents/Guardians,

In view of the current spread of the new coronavirus, the Hamburg Senate has implemented measures aimed at curbing a rapid spread of the virus. The regulation prohibits meetings and gatherings and places temporary restrictions on social contact, among other measures. Your children's upcoming examinations are also subject to this regulation and other special protective measures, as well as to general hygiene rules; it is extremely important that these are adhered to. We would ask you to follow the instructions below in particular:

Your child **must not come to school** or sit examinations if

- he or she has returned from abroad in the previous 14 days or
- is in quarantine at home or
- there has been a case of COVID-19 within his or her immediate social circle (family environment) or
- he or she is currently displaying (cold-like) symptoms (e.g. a high temperature, cough, shortness of breath, sore muscles or joints, a sore throat, headache, runny nose, diarrhoea) that could indicate a COVID-19 infection.

Your child does not need to sit their examinations if he or she belongs to an at-risk group owing to a pre-existing condition or has a family member who belongs to an at-risk group due to a pre-existing condition and it is not possible for him or her to be screened from the other pupils during the examinations.

A high temperature of more than 37.5°C, even without other symptoms, is also a reason not to come to school to sit an examination.

In such cases, your child will not be held responsible for their non-attendance; the examination will be held again at a later date.

If your child belongs to a special risk group (e.g. has a pre-existing condition of the lungs or heart, cystic fibrosis, etc.) where particular care must be taken, please contact the head of the school to discuss the situation further.

In any of the above cases, you should contact the head of the school and keep your child at home. If your child has contact with infected persons, please submit a Health Authority certificate to the school. We would ask you to think carefully when making a decision here so as to protect your children as well as the educational staff. Missed examinations can of course be taken at a later time.

Dear Pupils,

The following rules of conduct must be adhered to when **taking examinations** at school:

- You must keep a **safe distance of at least 1.5 m** from all other persons at all times. This applies on your way to school, while waiting in the school playground to be admitted to examinations, during the (oral and written) examinations themselves and on your way home from school. You must also adhere to the minimum safe distance **when greeting** other pupils and teachers.

- Please note the special arrangements for arriving at and leaving the school. These include information on arrival times and access to the school as well as further instructions on entering and leaving rooms.
- It is expressly forbidden to congregate in groups at all times.
- During written examinations, you must remain at your designated desk only; you may only leave your desk to use the toilet or dispose of waste, for example, after asking permission from an invigilator, and only one pupil (whether male or female) is permitted to do so at any one time.
- During oral examinations, all persons present must also keep a safe distance from each other.
- During all examinations as well as during preparation time in preparation rooms immediately prior to the examinations, you may only use your own writing implements (fountain pens, ballpoint pens, pencils, ruler, calculator if permitted, etc.) for hygiene reasons. You must bring spare pens and pencils for your personal use. As an exception and if agreed with the school, you may use your own editions of the designated resources for reasons of hygiene. These must not contain any annotations, etc. Spot-checks will be carried out by the invigilators.
- Once an examination has finished, you must go straight home.
- If you cough or sneeze, you must cover your mouth and nose with the crook of your elbow or a paper tissue; used tissues must be disposed of (at your desk in a small plastic bag brought from home or in designated waste bins, for example).
- If you go to the toilet, you must wash your hands with soap and water for at least 30 seconds. You are permitted to bring small packs of sanitiser for your own use and you may wear your own (disposable) gloves and a protective mask. Following consultation with the Health Authority, these have not been specified as safety requirements for examinations.

Thank you for showing mutual consideration and support, and good luck with your upcoming exams!