

Guidelines for (external) supervisors and e-supervisors during written / Chromebook exams

These guidelines are meant for supervisors and e-supervisors during written and Chromebook exams. (e-supervisors are UT-flex people employed at Chromebook exams for technical support)

- Supervisors / e-supervisors are working from the [1.5M University guidelines](#):
- [Frameworks for hygiene in a 1.5M University](#).
- All basic arrangements are taken care of. If supervisors wish to use [personal protection](#) equipment they can arrange this via their own faculties/departments.
- For groups over 100 persons in a room a health check per activity before entering is carried out. If the student has a positive outcome he/she is excluded of participation.
- The health-check is carried out by scanning a QR code with an app before entering the room / or is verbally asked when the student has no mobile device with him. This will be carried out before entering the exam room.
- In case of the forming of a cue in front of the exam room, students will wait outside of the exam room, at a distance of 1 ½ meter from each other. Exam rooms are opened 30 minutes prior to the start of the exam so students have sufficient time to be seated.
 - An invigilator is posted at the door to check the taken health-check
 - When entering the room, the students show their screen mobile device (green or red). When the screen is green, the student is allowed to enter.
 - If students have no mobile device a verbal check is required
- For exams taking place in the Sports Centre, the directions of the Sports Centre are applicable at all times.
- **Students have to be placed as far away from the door as possible, so that latecomers can join straight away and do not have to walk past other students.**
- Students place their student card clearly at the right corner of the desk, so that an invigilator does not have to touch it.
- 15 minutes prior to the end of exams students are not allowed to leave the room. The invigilator will collect the written exams after collecting in the student can leave the location. Or the student hands in his papers at the invigilator and leaves the location. Instructions on how this will be carried out will be given in the exam room. The principle Last In- First Out will be followed.
- External supervisors are hired for an extra half hour, for cleaning Chromebook, working places (tables) after their shift (the institution provides sufficient cleaning and disinfecting cleaning agents). This also applies to the used individual and group rooms in the Therm.
- In case of digital exams the Chromebook, mice and instruction document are disinfected by the (e-)supervisor. This also applies to the laptops of the students with extra facilities in the Therm.
- The supervisors are recommended to wash their hands in accordance with general guidelines after collecting the written exams.
- If the hygiene frameworks in the 1.5M UT are adhered to, paper can be reused.

Guidelines Therm supervisors:

- The main entrance is to be used as entrance and exit.

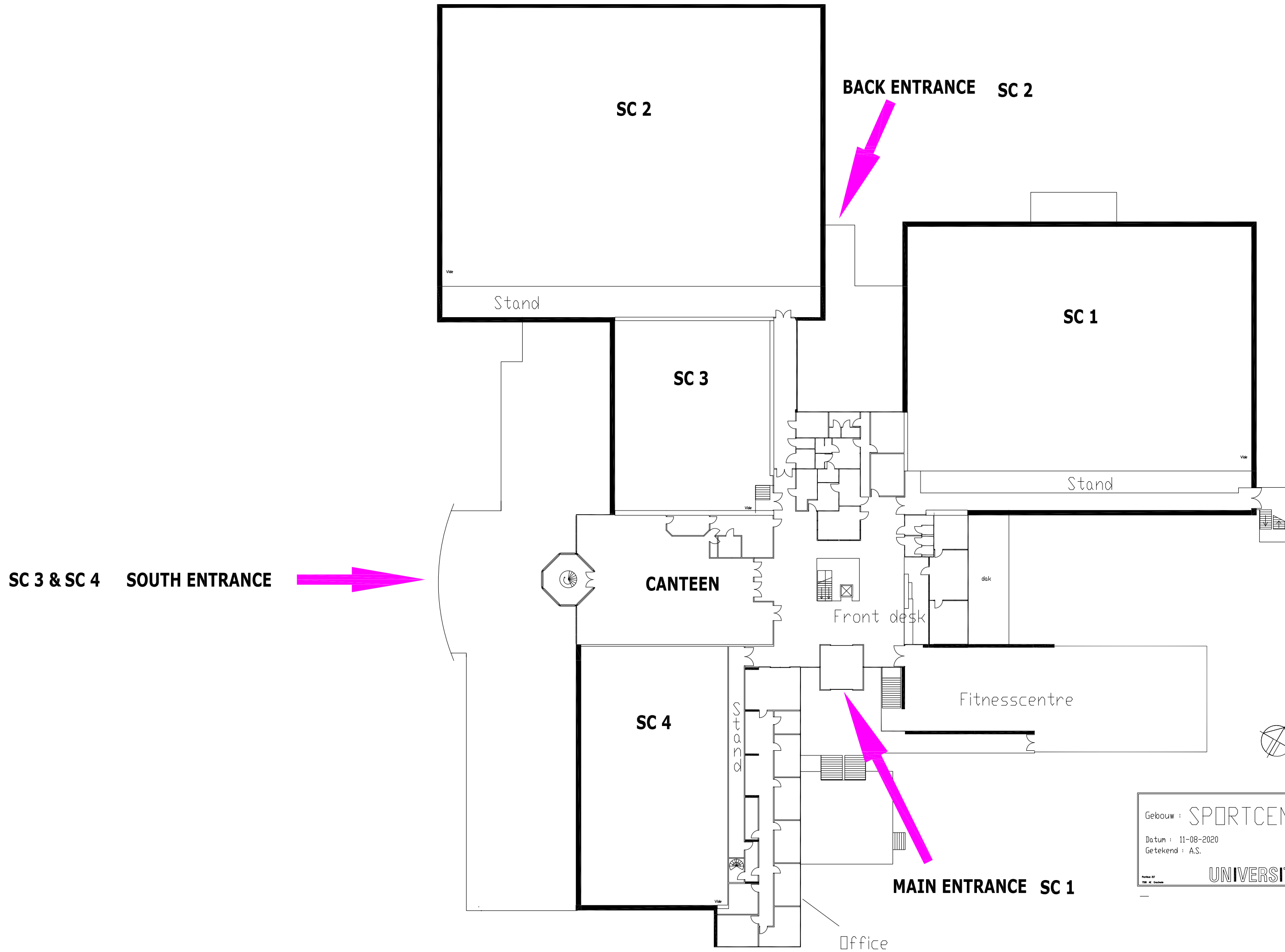
Guidelines Sports Centre supervisors, use of entrances & exits:

- South entrance for exams in SC3 and SC4
- Main entrances for exams in SC1
- Back entrances for exams in SC2

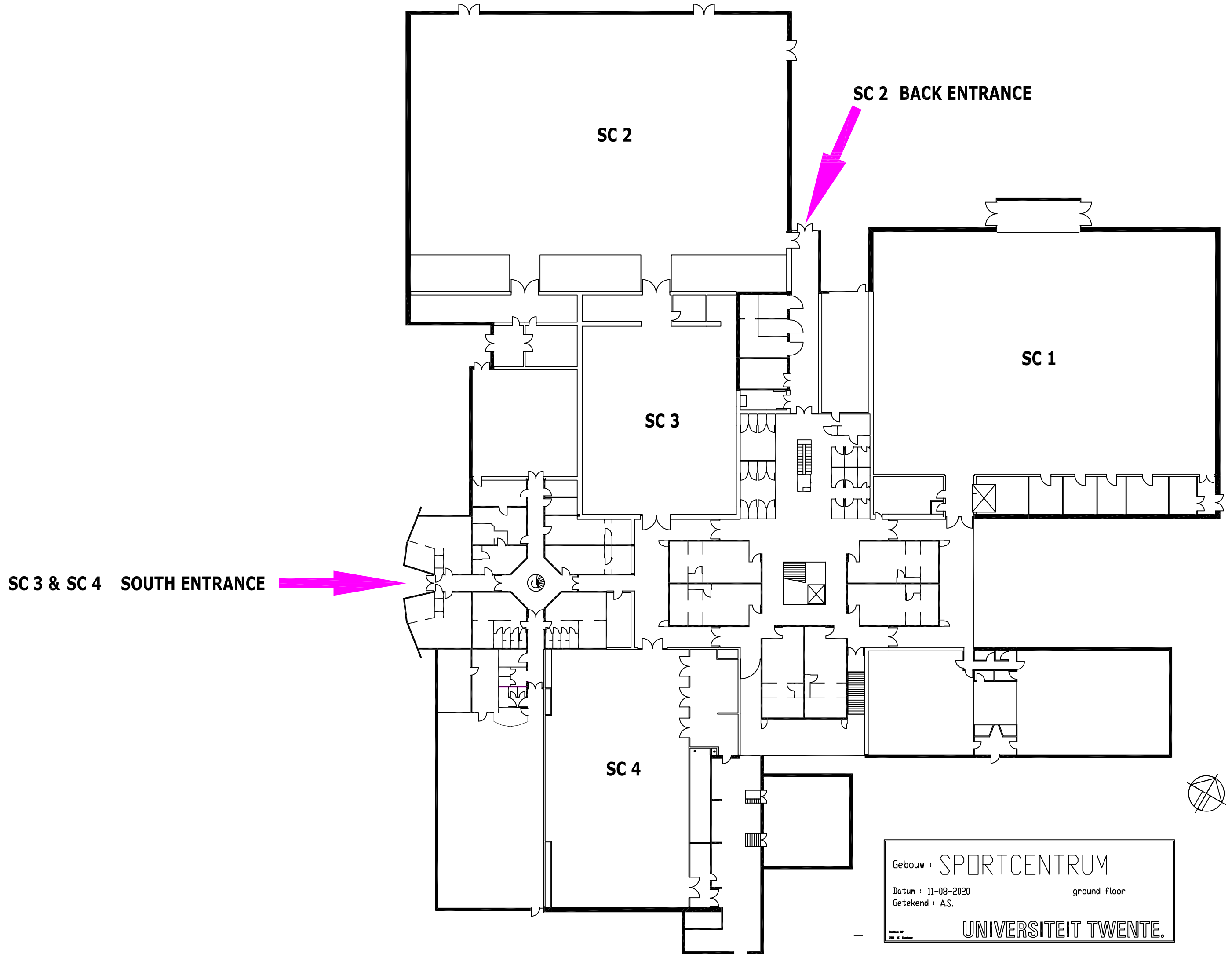
Examples for preparing of exams (the students should be informed which way of handing out/collecting the exams is used)

- Preparation of the room by placing the exam writing paper on tables. Exams are handed out after students are seated
- Preparation by having exams in envelopes and placing them together with the exam papers on the tables*
- Having a box on the table in front of the room/ the exit in which the student can drop the exams before leaving. This way the supervisor can keep 1.5M distance
- Supervisor collects the written exams by walking passed the tables. The student can drop his exam in the box.

*preparation and unpacking of the exams will take more time. There will be no control on the content of the envelope, and it will be unclear if loss or incompleteness is intentional.



Gebouw : SPORTCENTRUM
 Datum : 11-08-2020 main level
 Getekend : A.S.
 UNIVERSITEIT TWENTE.



SC 2 BACK ENTRANCE

SC 2

SC 1

SC 3

SC 3 & SC 4 SOUTH ENTRANCE

SC 4

Gebouw : SPORTCENTRUM
Datum : 11-08-2020 ground floor
Getekend : A.S.
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