

## Guidelines for students during written/ Chromebook test

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

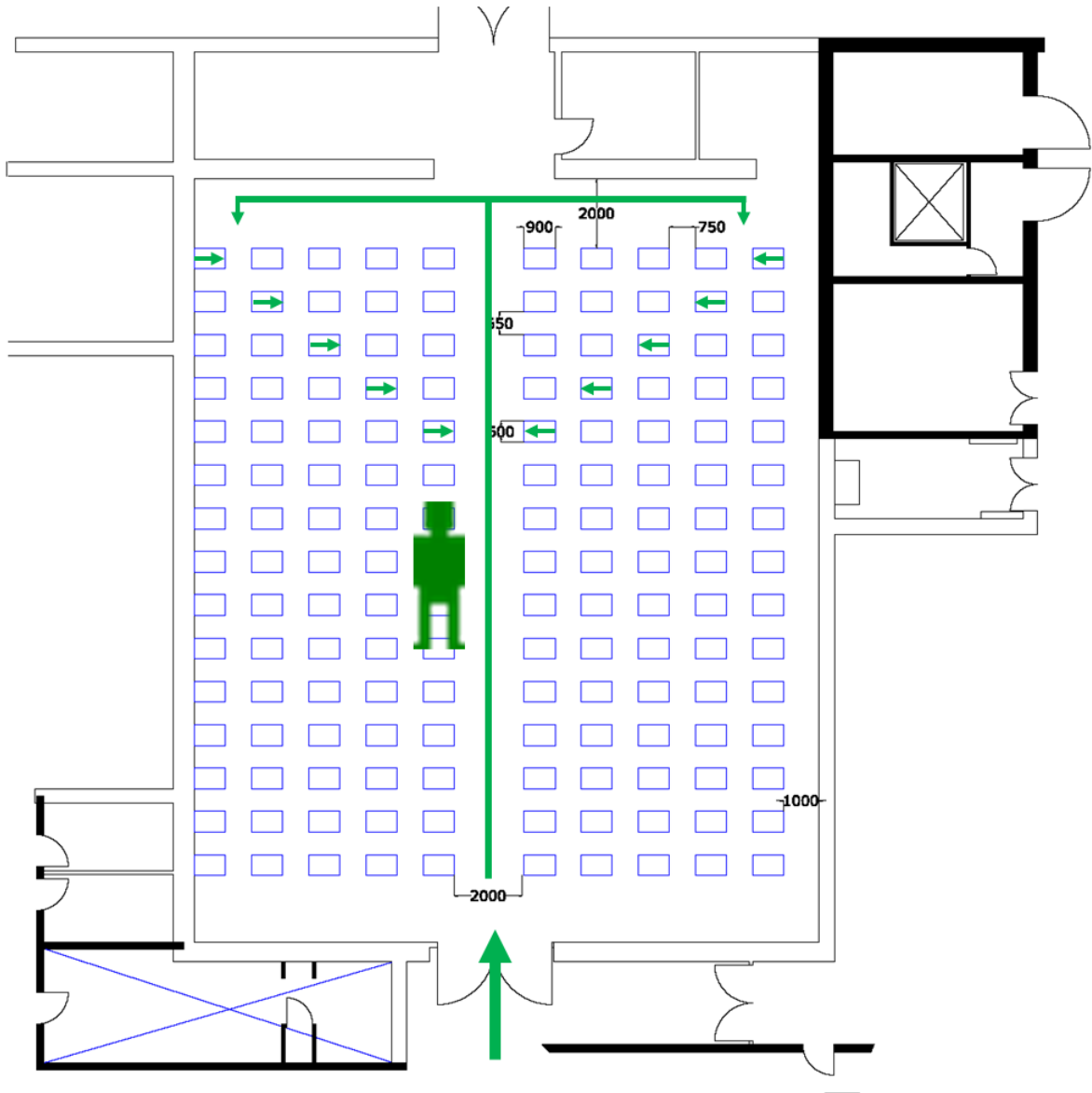
- We all are working from the [1.5M University guidelines together with Frameworks for hygiene in a 1.5M University](#).
- All basic arrangements are taken care of. If students wish to use personal protection equipment the student will use his own material.
- You are expected to wear a face mask when you walk around in the buildings
- In case of the forming of a queue 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.
- 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. See picture below**
- 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. If paper is collected the student leaves 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.
- Chromebooks, working places (tables) are cleaned after the exams

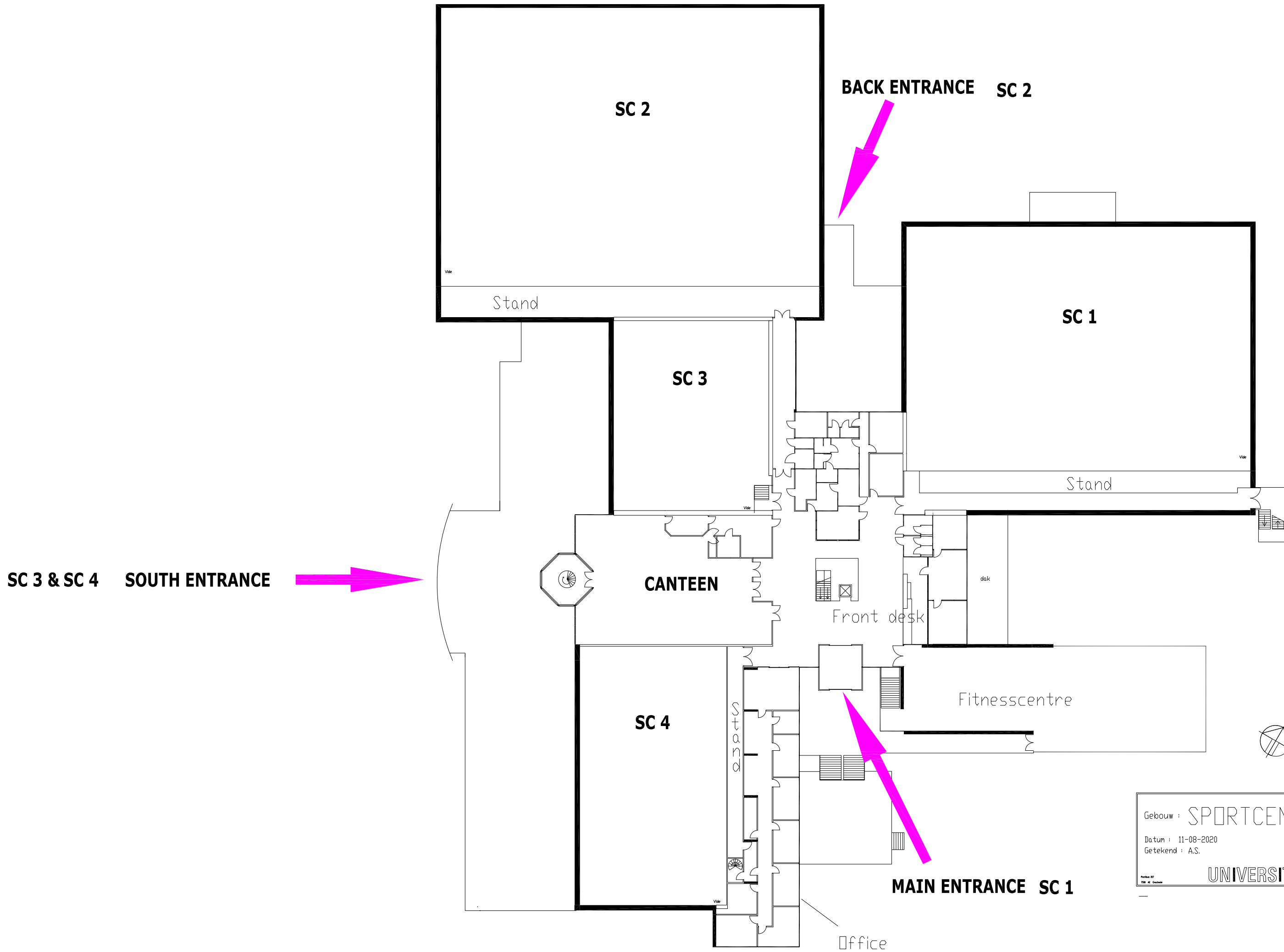
### Guidelines Therm supervisors:

- 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





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