

PROTOCOL FOR IN-PERSON WRITTEN EXAMS IN JANUARY 2021

Information for students

The January 2021 exam session will mostly be held remotely. Some written exams will be held in person (unless the health situation has degraded). The table below summarizes the key points related to the organization of **in-person written exams**, in order to ensure the safety of all. As a reminder, you can find all information about the COVID-19 situation on this web page: <https://www.ulb.be/en/covid-19-situation-update>

Topic	Protocol
Absence / illness / quarantine	<ul style="list-style-type: none"> • Students who have a medical certificate (regardless of its nature) or are under quarantine for COVID must notify their faculty the day before the exam at the latest, according to the measures undertaken by the latter. • Students who show COVID-related symptoms (and who do not have a medical certificate) must notify their faculty as soon as possible and stay home during the exam.
Absentee grade	<ul style="list-style-type: none"> • Students wishing to get an absentee grade are not obliged to get on campus as one's absence will automatically be turned into an absentee grade.
What to bring to the exam	<ul style="list-style-type: none"> • On the day of the exam, you must bring: <ul style="list-style-type: none"> ○ Your face mask (see below) ○ Your sanitizing supplies (gel and wipe) ○ Your ID and student ID ○ Pens ○ Please refer to the professors' instructions regarding other supplies you may bring to the exam.
Face masks and shields	<ul style="list-style-type: none"> • In accordance with the ministerial protocol issued on August 24, face masks are mandatory for everyone, and must be worn at all times on campus when circulating inside or between buildings. This means that face masks must be worn throughout the duration of the exam. • Face shields may be worn in addition to face masks. Face shields are optional, and do not replace face masks. • Students who cannot wear a face mask for medical reasons must have a backing certificate. They are required to wear a plexiglas face shield instead. • If a student does not wear a mask—or refuses to do so—, does not have an appropriate medical certificate and has not notified the University,

	<p>they may not enter the auditorium and shall not be given an opportunity to retake the exam. They will be considered absent.</p>
Sanitizing	<ul style="list-style-type: none"> • Each person entering a ULB building must clean their hands (using a dispenser or their own sanitizing gel). Sanitizing gel will be available in the building's entrance hall. • All students must clean their desk or workstation (laboratory, exam room) before using it.
Moving indoors	<ul style="list-style-type: none"> • To the extent possible, a one-way system shall be implemented. • If needed, arrows will indicate how to reach the relevant auditorium (or the reception area) while limiting contacts. • Students must comply with directions related to foot traffic management in auditoria (one-way signs indicating entrance and exit points in most auditoria). • If needed, a reception area in which students can maintain physical distancing (5 feet) while they wait will be set up.
Seating in the auditorium	<ul style="list-style-type: none"> • The University's auditoria may not be used at more than one fifth of their capacity (white stickers have been placed to indicate available seats in auditoria seating more than 50 students). • The maximum number of students in each auditorium is capped at 200.
Duration of the exam	<ul style="list-style-type: none"> • The exam shall not last more than 3 hours, the seating of students included • Auditoria shall be left empty for one hour between each exam.
Ventilation of auditoria	<ul style="list-style-type: none"> • All auditoria will have their doors open for the entire duration of the exams. In addition to providing ventilation, this will eliminate the need to touch door handles. • Mechanical aeration (air supply/extraction) will remain on where available. • Natural ventilation will be ensured in all other auditoria: to this end, the invigilators will open the windows every hour and a half (so wear warm clothing).
Students with specific needs (SSN)	<ul style="list-style-type: none"> • All students who have been recognized as students with specific needs or students with a disability (SSN-SWD) may apply to the SSN/SWD unit in order to sit an exam in person in a monitored room on each campus, which will enable reasonable accommodations to be made (extra time, access to a computer, etc.). The rooms will enforce physical distancing rules (1 seat in every 5). Unless an exception is made—based on appropriate documentation—no plexiglas dividers will be installed in the exam room.
Exam rooms	<ul style="list-style-type: none"> • ULB will set up rooms dedicated to remote exams, for students whose home environment does not allow them to sit exams. These rooms will be equipped with tables, chairs and a high-quality Wi-Fi connection. Students will be required to bring their own computers. Access to these rooms will be restricted to students who have no other possibility to sit exams remotely. • These students must register online, by completing a survey presented upon logging into the MonULB web portal, before Monday, 14 December 2020 at 12 p.m.

Libraries	The University's libraries will remain open during the exam session.
Learning support	The learning support service offers students tips and tricks to help them prepare and sit exams based on their specific situations. Students can train using a self-assessment tool, and take part in simulations (mock exams, etc.). Find more information on the 'Acteurs de votre réussite' section of the VU – https://uv.ulb.ac.be/course/view.php?id=82423