

## GENERAL GUIDELINES RELATED TO THE FIRST SEMESTER EXAMS OF THE 2020-2021 COURSE GENERATED BY THE COVID-19 HEALTH EMERGENCY SITUATION

January 12<sup>th</sup>, 2021

The resolution SLT/1/2021 of January 4, 2021 is currently valid, as a normative framework in Catalonia Territory, which indicates that in the ambit of Catalan universities, the presence on campus is authorized for practices and evaluations, increasing protection measures.

In the assessment systems of the subjects of the different programs of La Salle Campus Barcelona, there are different ways that allow measuring student learning. Most of them correspond to continuous evaluation activities, or final evaluations through individual or group deliveries or interviews, that not necessarily require the student presence, but others, such as supervised collective exams, need presence for their optimal development and reliability.

For this reason, during the 1st. Semester of the evaluation period, from January 18 to 29, there will be assessments that will require presence at La Salle Campus Barcelona, and others that will be carried out remotely. From each subject, the type of exam will be reported via study. If the exams require the student presence, an alternative remote evaluation mechanism will be provided, in case the regulatory framework changes.

### General considerations about attending face-to-face exams

You will not be able to attend the presence exam in case of:

- Have COVID-19 symptoms (cough, fever, shortness of breath, taste and smell disorder).
- Having been COVID-19 diagnosed (PCR) and not having completed the lockdown period decreed by the competent health authority.
- Being on quarantine period decreed by the health authority due for being in contact with a person with symptoms or diagnosed with COVID-19.

In case that the exam requires presence on campus, the affected students will be call for postponed exams with preview communication. For those students who find it impossible to attend campus, for example, students who are in other countries, they will also have to make the request for all subjects, justifying the reason. This request will be evaluated by the Coordination Academic of the program. The call for delay exams will be from February 1, 2021.

During the presence exams, the following rules are mandatory:

- Proper use of the mask (carrying always an additional one).
- Hand cleaning with disinfectant gel at least before entering the classroom.
- Maintain the 1.5 meters. interpersonal safety distance.
- The organization's protocol for access, movement and departure from centers and buildings will have to be constantly respected.

#### Considerations for students regarding attendance at presence tests

- The Students must attend to the assigned classrooms with enough time and punctuality to take presence tests.
- Each student must have their own material (pens, pencils, calculator, etc.). Sharing this material will not be allowed. Therefore, the student must be proactive and bring enough material.
- The classroom access will be carried out in order and the student will be responsible for keep the interpersonal distance and follow the guidelines given by the teachers.
- The location of each student in the classroom will be the one indicated by the teacher. The students will be able to leave their belongings under the chair and they should leave an identity document with a photograph on the table visible to the teachers.
- Neither de student nor the teacher will be allowed to remove their mask during the entire exam. It will also be prohibited to lifted from its place without the permission of the teacher.
- Due the weather conditions and the ventilation of the classroom, it is recommended to wear appropriate clothing.
- The students will follow the instructions of the teacher to answer questions or queries during the exam.
- At the end of the exam, the student will raise his hand to notify the teacher and will leave the classroom when authorized. He will have to leave the exam in the place he has occupied, and the teacher will be picking it up later.
- No student will stay in the building or on campus after the exam is completed. Groups will be avoided, and the safety distance will be constantly asking for.

#### Considerations for teachers regarding attendance at presence tests

- **Cleaning:** spaces will be cleaned as often as necessary to ensure the disinfection of the classrooms between exams.
- **Ventilation:** during the tests, the classrooms will have the necessary ventilation, keeping the doors open and opening the windows at least 10 minutes every hour.

- **Organization of spaces and hours:** for the organization of the exams, the current capacity established for each classroom must be respected, which is in accordance with the regulations of maintaining a safety distance of 1.5 meters between people.
- **Protection measures:** the teaching staff, during the entire period of the tests, will have to wear a mask and use the hydroalcoholic solution in case they have to touch shared materials or surfaces that are not their own.
- **Access to the classroom:** the teachers will be responsible for organizing access to the classroom, ensuring that there are no crowds at the entrance. Students will be instructed to enter in a staggered and orderly manner, occupying the designated places without leaving any free space for those assigned.
- **Distribution and collection of exams:** the exam statements, as well as the necessary sheets for their completion, must be in each authorized place before the start of the test. The teachers will distribute the exams with gloves.
- **Registration:** during the exam, the teaching staff will register the exam attendees and their location.
- **Doubts or queries during the exam:** in case of need for doubts or queries, it will be the teachers who will approach the place where they are in the classroom to avoid displacement of the students. The teaching staff will return to their position as soon as possible.
- **Collection of tests:** once a student finishes the test, he / she will notify the teachers, who will give the necessary instructions to guarantee a staggered exit from the classroom and proceed to collect the exams taken. In the event that the end of the exam time is reached, it will be the teacher who will indicate how to proceed to guarantee the delivery and exit from the classroom avoiding crowds.