



Univerza v Mariboru

Fakulteta za kemijo  
in kemijsko tehnologijo

## INSTRUCTIONS AND SAFETY PROTOCOL FOR FOREIGN STUDENTS DURING THE SUMMER EXAMINATION PERIOD 2019/2020

- The exams take place on the dates announced in the AIPS system. You should check your AIPS system regularly, as additional exam dates may be scheduled later.
- The registration deadline for the exam is 4 days before the exam.
- If you are applying for the exam only for the purpose of entering a grade, it is obligatory to mark the option “passed with test”.
- The exact time and place of the examination will be determined after the registration deadline and published on the FKKT website <https://www.fkkt.um.si/sl/node/4186> **two** days before the examination. For each examination, specific timetables will be published with the student ID number, the time, the examination room, the supervisor and a specific meeting place.
- Students gather at the entrance or meeting places E, F, G, H and I (see the picture below) 10 minutes before the scheduled examination time so that a supervisor can pick you up. Students with a supervisor can only enter the building via the main entrance (in picture GLAVNI VHOD).
- Keep a distance of at least 1.5 m from each other in front of the main entrance.
- When you enter the building, disinfect your hands and put on a face mask. Walk with the supervisor one by one in a row with a distance of at least 1.5 m on the right side of the corridor to the lecture hall. If necessary, disinfect your hands there as well.
- Take the marked seats in the lecture hall.
- The exam papers are ready for you on the tables, together with a Statement guaranteeing that your state of health complies with the rules for taking the exam in emergency situation of Covid-19. You will need to sign this statement.
- Place your student ID card at the edge of the table along the aisle.
- Bring warmer clothing, as the lecture hall is always ventilated.

- The mask can be removed during the exam if the distance to the other person is greater than 1.5 m. If the person supervising the exam approaches you, put the mask back on.
- Bring along tools (pens, calculators, etc.) that may be used during the exam, but do not lend them to each other.
- If you finish the examination early, you will remain on the seat until the examination time has expired.
- At the end of the examination time all students leave the room in the same order as they arrived.
- When you leave the examination hall, put the examination sheets in the set box and leave the building accompanied by the supervisor.

### Markings of student meeting places for examinations

