









Noise disturbances during exams (in building R) due to construction

Guidance on the legal framework and options for examiners and supervisors to respond to noise

For the next few years, construction will continue to take place on campus which will cause noise disturbances from time to time, especially in building R. New buildings, utility infrastructure and street access to the university are under construction.

If your exams are disrupted by construction noise, you have the following responsibilities and options to respond to it – please also inform all exam supervisors.

	Examiners	Supervisors	Department/organizational unit	
In all cases	Please document all noise disturbances in examination minutes 	For each exam room, please document all noise disturbances – time, duration, type of noise and intensity 		
	Ensure the examiner and supervisors can communicate during the exam 	Please agree on communication channels ahead of time 	For each exam room, please document all noise disturbances – time, duration, type of noise and intensity 	
	Be aware of the available time between your exams and the next ones	In general, the departments have allowed for comfortable gaps between exams. If you are unsure, please ask your department (since time slots cannot be extended) 		
	If exams take place in multiple rooms:	We recommend scheduling more than one exam supervisor per room so that it is possible to coordinate (outside the exam room, if necessary) responses to noise disturbances 		
	Agree ahead of time on how to respond (in general) to noise disturbances (see below)	Take a few moments before the exam begins to discuss this topic with all supervisors Examiners can also inform students beforehand about potential noise disturbances due to construction work (consider advantages and disadvantages) 		Inform the Examination Board (StPA) or its chairperson about potential noise; agree ahead of time on how to respond to requests to withdraw from an exam

<p>A: For short, individual noise disturbances</p> <p>i.e. clearly definable, relatively short periods lasting up to five minutes each</p>	<p>Please document all noise disturbances (as previously explained)</p>	!	!	
	<p>If applicable, please give students additional time to complete the exam and make note of this in the exam minutes</p> <p>The extension should last about as long as the noise disturbance(s). Please inform students accordingly, as soon as possible after the disturbance and do not wait until the end of the scheduled exam period</p> <p>Please be aware of the available time between your exams and the next ones</p>	✓	✗	<p>Inform the department or organizational unit after the exam.</p>
	<p>Always coordinate any extensions beforehand with the examiners.</p> <p>←</p>			
	<p>If necessary, please offer students the chance to pick up earplugs from supervisors (as provided by the university)</p>	✓	✓	
	<p>Students who are negatively affected by noise can be informed that they may submit a request to the StPA to withdraw from an exam before the results are announced</p>	✓	✓	<p>Please inform examiners accordingly.</p> <p>←</p>
<p>B: For spikes in noise and recurring disturbances where no corresponding extension of exam time is possible</p>	<p>Please document all noise disturbances (as previously explained)</p>	!	!	<p>Inform the department or organizational unit after the exam about any disturbances.</p>
	<p>Inform students that they may submit a request to withdraw from an exam before the results are announced.</p>	✓	✓	<p>Please inform examiners accordingly.</p> <p>←</p>

	<p>If applicable, please write to all exam participants afterwards, mentioning the disruption and the option to submit a request to the StPA to withdraw from an exam before the results are announced</p>	<p style="text-align: center;">✓</p>	<p>Please coordinate this letter with your department or organizational unit</p> <p>Students who choose to withdraw from the exam can take part in the next regularly scheduled exam re-take.</p>
<p>C: Constant, major noise disturbances basically from the start</p> <p>– unacceptable conditions for conducting an exam</p>	<p>Please document all noise disturbances (as previously explained)</p>	<p style="text-align: center;">!</p>	<p>Inform the department or organizational unit after the exam.</p>
	<p>If necessary, terminate the exam – if possible, in the first third of the allotted time</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✗</p> <p style="text-align: center;">Only the examiner can decide to terminate an exam and communicate this decision</p> <p style="text-align: center;">←</p>	<p>Inform the department or organizational unit shortly after the exam. Set and share a new exam date. This may be a previously scheduled exam retake or a new exam date that should take place as soon as possible (either in the same semester or at the beginning of the lecture period for the following semester), depending on the respective exam (e.g. if it is part of the orientation test), the examination regulations and the university's logistical possibilities.</p>
	<p>If the constant, unacceptable noise disturbance starts later on in the exam</p>	<p>We recommend giving students the chance to finish the exam under the best possible conditions in the room. At the same time, please inform students that the disturbance has been documented and that they may submit a request to the StPA to withdraw from an exam before the results are announced</p> <p style="text-align: center;">Always coordinate any action beforehand with the examiners</p> <p style="text-align: center;">←</p>	