



SANITARY INSTRUCTIONS FOR THE PERFORMANCE OF FACE-TO-FACE EXAMS

- It is **MANDATORY** for both teachers and students to wear **face masks** inside the buildings.
- In the common areas of the Faculty, the signage regarding entrances, exits, itineraries and direction of travel must be respected and followed, in order to ensure **interpersonal distance**. Lifts are to be used only when necessary and on an individual basis.
- All students and teachers attending the examination must **wash their hands** with water-alcohol gel, at least when entering and leaving the room.
- Students will wait outside the building until the scheduled time to enter the exam, **20 minutes before** the official time. It is important to enter in a staggered manner and avoid crowds.
- Classrooms will have a **maximum capacity** of 30%, which will be indicated in the classroom. Students will only occupy the seats marked with a **red dot**.
- The assigned classrooms will be **open** 20 minutes before the official exam time to allow for staggered entry. Students will enter the classroom directly, show an identification document and sit in the seats marked with a red dot and following the teacher's instructions.
- Students are not allowed to enter the classroom with notes, books or any other material that is not permitted for the exam.
- It is recommended that students enter the classroom only carrying a **small backpack or bag** for personal items, including hydroalcoholic gel and an additional mask as replacement.
- **No objects** may be deposited outside the seat where the student is seated for the examination. The rucksack or bag must be left under the seat.
- **No** material may be **shared** between students (pens, calculator, correction tape, etc.).
- During the examination, good **ventilation** must be maintained, following the instructions given.
- For the **safe handling** of paper, good hand hygiene with hydroalcoholic gel is recommended.
- At the **end of the exam** the student will raise his/her hand to indicate that the exam is finished and will remain in his/her place until the teacher tells him/her how to hand in the paper and allows him/her to leave.
- Students are advised to leave the classroom and leave the building for going home.