

# In-Class Exam: Guidelines for Instructors

## I. Communication

- Email the following safety measures to students prior to the exam day:
  - Bring along essential items only (e.g. IDs, water bottle, laptop, etc.).
  - Wash your hands with sanitizing solution when arrive to the university gate and when you enter the classroom or computer lab.
  - Wear your mask before entering the campus and keeping it on at all times (covering your nose and your mouth).
  - Avoid the use of elevators (except for people with special needs).
  - Avoid handshaking.
  - Avoid wandering on campus and gathering in groups.
  - Avoid sharing stationary.
  - Leave the campus immediately after completion of the exam.
  - Maintain physical distancing (two meters from other people) at all times, unless otherwise instructed by your instructor.
  - Respect the instructions displayed on campus and provided by LAU personnel.
  - Inform your instructor or the [Health Services Offices](#) about any underlying health condition\* or any immunosuppressive status to accommodate your seat accordingly.

\* An underlying health condition is a chronic or long-term illness, which weakens the immune system such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer.

- Inform students that an online [health survey](#) will be sent to them 48 hours before the exam to be filled by each student. Review the results of the survey and communicate any unusual/alarming findings to the [Health Services Offices](#). Special seating accommodation should be implemented for students with underlying medical conditions.
- Ask students to stay at home if they are feeling sick or have any risk factors. In this case, the exam must rescheduled (decision to be taken by the instructor and/or the department chairperson).

## II. General Tips

- Follow the COVID-19 health guidelines.
- Through your department chairperson and academic assistant, please:

- Reserve a classroom with the Registrar's Office making sure that the number of students, 20 persons, is allowed as per the health committee's recommendations.
- Inform the Protection Department Supervisor about the exam date, time, and the number of students to be expected. It is also preferable to provide the Protection Department Supervisor with the names of students to be admitted on campus.
- Inform the Hospitality Department staff about the room reservation details: date, start and end time, and location, so they clean and disinfect the room before and after the exam.
- Contact Facilities Management so they make the necessary arrangements to the exam room.

### **III. Waiting areas**

- In order to avoid gatherings and minimize health risks, students should avoid arriving more than one hour before the set exam time as common areas and classrooms are closed.
- If students are required to wait or if they have a break between two exams, they should wait in front of the building where the exam is to take place while maintaining physical distancing (two meters from other people) at all times and avoiding gathering in groups.
- The break time should be limited.

### **IV. Guidelines for Proctors**

- Always wear a mask covering your nose, mouth, and chin.
- Always wash your hands.
- Direct students to their designated seat as soon as they arrive.
- Provide the students with clear instructions regarding the need of keeping masks on their faces and for the masks to be fully extended to cover their nose, mouth, and chin.
- If a student needs help, do not stay close to him/her for more than five minutes, then wash your hands.
- Collect the exam papers in a plastic box or LAU nylon bag.
  - **If you are using a plastic box:**
    - Ask students to drop off the exam papers in the plastic box.
    - Keep them in the plastic box for 24 to 48 hours before handling.
    - Wash your hands and wear a mask before touching the papers.
    - Store exams in a closed cabinet.
    - Clean the plastic box.
    - Clean the surface you worked on.
    - Wash your hands.
    - Remove the mask and discard it in a garbage bin.

- Wash your hands again.
  - **If you are using LAU Nylon bag**
    - Ask students to drop off the exam papers in a plastic tray or pile them on the table, then put all papers in the LAU Nylon bag and wash your hands.
    - Keep the exam papers in the nylon bag for 24 to 48 hours before handling them.
    - Wash your hands and wear a mask before touching the exam papers.
    - Store them in a closed cabinet
    - Discard the nylon bag in a closed garbage bin.
    - Clean the surface you worked on.
    - Wash your hands.
    - Remove the mask and discard it in a closed garbage bin.
    - Wash your hands again.
  - Simulation test
    - When feasible, follow the lab best practices using a guided camera through the AV system in the sim lab.
    - If a student needs help: wash your hands with alcohol-based hand sanitizer, go inside the room for the shortest possible time, and then wash your hands again before you leave the room or immediately after you leave the room.
    - Limit the time in close proximity to the students (ideally less than five minutes).
- NB:** For further information, please refer to [Clinical Simulation Center protocol](#).
- Arrange the departure of the students while ensuring physical distancing; remind students to:
    - Avoid gathering in groups.
    - Leave the campus immediately after completion of exam.
    - Keep on their masks until they leave the campus.

# COVID-19 Screening Questionnaire

Name: -----

Mobile #: -----

ID#: -----

Email: -----

- I. Have you or any of your family members or individuals whom you encountered traveled abroad in the past 14 days?

Yes                      No

**If yes:**

1- List the country (ies) including airports you visited: -----

2- Date of arrival as per your passport: -----  
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- II. Have you had close contact with a traveler or a COVID-19 confirmed case in the past 14 days?

Yes                      No

- III. Have you had any contact with people having respiratory infections within the past 14 days?

Yes                      No

- IV. Have you visited a healthcare facility within the past 14 days?

Yes                      No

- V. Have you had any of these symptoms within the past 14 days?

Fever > 37.8 °C	Yes	No
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Cough	Yes	No
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Difficulty in breathing	Yes	No
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Sore throat	Yes	No
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- VI. Do you have any underlying health condition\* or any medical condition that decreases your immunity or requires you to take a medication that decreases your immunity?

Yes                      No

Specify: -----

\*An underlying health condition is a chronic or long-term illness, which in turn weakens the immune system such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer.