

Procedure for Holding a Face-to-face Exam

Conditions:

- No more than 20 students should be meeting in 1 room
- Larger classes should be split into subsections, taking into consideration that at least 30 mins should elapse between different space usages in case the number of occupants is less than 10, and 1 hour in case it is up to 20, for air to properly refresh.
- Exam sessions should take place during the scheduled time on Banner or on an evening/weekend schedule pre-approved by all students.
- Online make-up exams or alternative assessment shall be provided to students who for any reason can't attend on campus. We cannot force students to attend on campus.

One week before the exam:

- Reserve a room via the online room reservation system (to be launched)
- Inform the department chair
- Familiarize yourself with the symptoms and safety measures of COVID-19: <https://www.lau.edu.lb/covid19/resources/>
- Instructors need to ensure that they and students abide by the general health guidelines (attached), such as wearing masks, maintaining distance, frequently washing/sanitizing hands, etc.

48 hours before the exam: (An automation software is being worked on)

- Send the health questionnaire (attached) to all students and ask them to complete 24-48 hours before the session (the department academic assistant can take care of this)
- Report any suspicious case to the University Health Services Office (again, the academic assistant can take care of this):
(Beirut: Jocelyn Karkour joceline.karkour@lau.edu.lb
Byblos: Maria El Ghouli msargi@lau.edu.lb)
- The day before the exam send the list of cleared students to the protection office for allowing entrance: (protection.byblos@lau.edu.lb, protection.beirut@lau.edu.lb)
- The instructor should record the names of students who attend sessions on campus (no need for those attending online). This is needed in case of future tracing requirements.