

Exam Room Reservation System

Ten rooms are available on each campus from Monday through Saturday and from 8:00am until 7:00pm. Four rooms are available for 1 hour followed by 1 hour blocked for cleaning, while six others are available for 2 hours followed by 1 hour for cleaning. The timeslots are designed to accommodate most class schedules. The rooms and schedules are shown in the tables below. Each room has a set capacity which doesn't exceed 20 students for ventilation and contact tracing purposes; the rooms are well distributed on different floors and buildings to avoid student crowds and mingling. We rely on you to enforce the room capacity, consistent wearing of face masks and social distancing for you and your students.

The following are the procedures to hold face-to-face exams:

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 class 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 using outlook according to the attached guidelines
 - Kindly make sure to send the reservation email to hospitality services, operations, and your chairperson according to the attached guidelines.
 - Kindly refrain from using any room that is not listed or not booked. All non-designated and booked rooms are not disinfected and not safe for usage.
 - Lab exams should be directly scheduled with the corresponding Lab supervisor according to the procedures to hold face-to-face Lab .
- 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 and the [class exam](#) safety protocol, such as wearing masks, maintaining distance, frequently washing/sanitizing hands, etc.

48 hours before the exam: (An automation software is being developed to integrate the first three steps below)

- Send the health questionnaire (attached) to all students and ask them to complete it 24-48 hours before the session
- Report any suspicious case to the University Health Services Office:

(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 contact tracing requirements.

Beirut Campus			
Room number	Capacity	Camera	Schedule type
AKSOB 1208	20	Y	Two hour timeslot schedule
NH 217 (G013)	15	Y	Two hour timeslot schedule
NH 215 (G015)	15	Y	Two hour timeslot schedule
AKSOB 905	20	N	Two hour timeslot schedule
AKSOB 1003	20	N	Two hour timeslot schedule
AKSOB 1107	20	N	Two hour timeslot schedule
AKSOB 1007	20	N	One hour timeslot schedule
AKSOB 1207	20	N	One hour timeslot schedule
AKSOB 1209	20	N	One hour timeslot schedule
Sage 205	20	N	One hour timeslot schedule

Byblos		
Room number	Capacity	Camera
Zakhem 401	20	Y
Zakhem 405	20	Y
Zakhem 605	20	Y
Frem 402	20	Opt
Frem 502	20	N
Science 403	20	N
Science 407	20	N
Frem 406	20	N
Frem 506	20	N
Zakhem 508	18	N

Schedule	
One hour timeslot schedule: available time slots	
Mon/Wed/Fri	9:00am – 10:00am
Mon/Wed/Fri	11:00am -12:00am
Mon/Wed/Fri	1:00pm – 2:00pm
Mon/Wed/Fri	3:00pm – 4:00pm
Mon/Wed/Fri	5:00pm – 6:00pm
Tue/Thu/Sat	9:30am – 10:30am
Tue/Thu/Sat	12:30pm - 1:30pm
Tue/Thu/Sat	3:30pm – 4:30pm
Tue/Thu/Sat	5:30pm - 7:00pm

Two hour timeslot schedule: available time slots	
Mon/Wed/Fri	8:00am -10:00am
Mon/Wed/Fri	11:00am – 1:00pm
Mon/Wed/Fri	2:00pm - 4:00pm
Mon/Wed/Fri	5:00pm – 7:00pm
Tue/Thu/Sat	8:00am -10:00am
Tue/Thu/Sat	11:00am – 1:00pm
Tue/Thu/Sat	2:00pm - 4:00pm
Tue/Thu/Sat	5:00pm – 7:00pm

For further inquiries kindly contact: COVID19.support@lau.edu.lb