



UCAM
UNIVERSIDAD
CATÓLICA DE MURCIA

COVID-19 PROTOCOL OF ACTION

Ordinary Assessment Call
1st term - 2020/21 academic year



PROTOCOLO UCAM
FRENTE AL COVID-19

UCAM Universidad Católica San Antonio de Murcia

Ordinary Assessment Call of the 1st term - 2020/21 academic year

COVID-19 protocol of action

Read carefully the COVID-19 protocol of action regulation described below for the correct development of this official exam call. Failure to comply with the established instructions and norms will result in the immediate expulsion from the room and from the exam centre. The [Protocol for the application of an adapted university face-to-face model - 2020/21](#), as well as the rest of the applicable UCAM Regulation, will be applied to all those aspects that are not specifically referred to.

Collective protection measures

1) Prior considerations

- Anyone with symptoms compatible with COVID-19 (cough, fever, difficulty in breathing, loss of taste and smell, etc.) **should not attend the exam.**
- **In compliance with the regulation in force, the use of face-masks is compulsory** at all times during the development of the exam.
- **The areas in which the exams take place will be provided with water-alcohol gel** for disinfecting hands. Students and supervisors must wash their hands as they enter the classroom.
- **The supervision staff of each exam and the students are recommended to go to the exam centre well in advance (30 minutes)** so that the established indications can be given to them.
- **Cleaning** of classrooms and common areas **will be scheduled prior** to the development of the exams.
- **Air circulation.** The frequency of air circulation will be increased, prioritising natural air circulation as opposed to mechanic one in the areas in which the exams take place. In the first case, the windows will be kept open at all times and, in case this is not possible, the windows will be opened frequently by the persons in charge of such areas and, in the second case, the maintenance and cleaning of the elements of the system will be enhanced.
- **It is forbidden to eat or drink** inside the exam room.
- Attention must be paid to the **signs**.
- **Smoking is not allowed** in the exam centre.

2) Access to the classroom/exam area

- **Access to the classrooms** and rooms where the exams take place **shall be carried out in an orderly way** to avoid crowds, **maintaining a distance of 1.5 m.**

3) Stay in the classroom/exam area

- Once inside the classroom/exam area, **the student shall place himself/herself, as early as possible, in one of the arranged and signposted spots/seats for students.**
- **A distance of 1.5 m shall be maintained** at all time.
- **Identity check:** During the assessment test, the supervisor will verify the identity of the student and if the students participating in the exam are validly registered in such subject, and therefore have the right to be assessed in it. For this purpose:
 - The supervisor will use the class lists available on the UCAM academic applications.
 - The student will place visibly on the table, or another surface close to him/her, his/her ID document (DNI, driving licence, passport or UCAM university card).
- **The student will stay in his/her spot/seat at all time**, without being able to move around the classroom/exam area, unless otherwise expressly authorised.
- The examinee must carry his/her own material and under no circumstances can he/she share it with other participants.
- **Organisation of the submission and return of tests:** direct contact between students and supervisors must be avoided.

4) Leaving the classroom/exam area

- **Exits:** it will be notified to the students that, after finishing the exam, they must leave the classroom and they should not form crowds in the communal areas.

5) Use of communal spaces

- **Toilets.** Individual use must be made. In case of having to wait because the toilet is engaged, a distance of 1.5 linear meters from the entrance door must be maintained, thus avoiding being in the vestibule at the same time as the other person.
- **Lifts.** Only for individual use for persons with reduced mobility.
- **Opening of doors.** Handling of door opening mechanisms should be avoided by keeping the doors open as much as possible.

List of Good Practices

1. Make sure **you do not have any symptoms** before going to the centre where the exams take place.
2. **Wash your hands frequently** and carefully.
3. It is **compulsory** to go to the centre with a **face-mask**. It is recommended to carry a spare face-mask.
4. When you cough or sneeze, **cover your mouth and nose with your elbow**.
5. **Avoid touching your eyes**, nose and mouth.
6. **Regularly clean** the surface you use. Use disposable tissues.
7. It is recommended to wear **comfortable and warm clothing** to carry out the exam since the classrooms are going to be ventilated.
8. **Maintain safety distance** and avoid crowds and contact with other people.
9. **Respect the signs** and the established entrance and exit routes. Walk on the right side. **It is forbidden to stay in the hallways** and in the areas of access to the classrooms.
10. **If you start having symptoms** while doing the exam (fever, cough or respiratory problems), notify it immediately to the supervisor and follow the instructions.
11. You must know and **comply with all the health guidelines in force**.
12. After finishing the exam, leave the campus or exam centre **without forming groups** in order to avoid crowds in the hallways, entrances or exits.



UCAM

UNIVERSIDAD CATÓLICA
DE MURCIA

UCAM Universidad Católica San Antonio de Murcia

Campus de los Jerónimos

Campus de Los Jerónimos, 135 Guadalupe 30107

Murcia, España



/UCAM



@ucam_universidad



@UCAM



portalucam



Universidad Católica de San Antonio de Murcia