

Assessment tests in COVID-19 situation

1. Rules of operation

Professors should disclose the distribution of students among the different classrooms assigned to the respective test, 48 hours before the test.

The test questions should be written with special care in order to avoid "doubts" during the test.

The use of a mask is mandatory for all participants (students, teachers, etc).

Professors must access the test rooms 15 minutes in advance, and distribute the tests kits among the tables.

The capacity of the classrooms is the one announced in SIGARRA in the COVID regime, and the students should be distributed evenly and with places of interval as in the classes.

Before the test starts, students should keep a distance of more than 1m from each other, either during the waiting time in the corridor or during the entrance and exit; the professor should advise students to distribute themselves through all the entrance doors in the classrooms, whenever possible.

Groups of persons are not allowed in the corridors, as well as outside spaces of FEUP, before and after the tests.

In the 10 minutes before the starting time, students must go to the respective classrooms, entering and sitting immediately:

- Should sit at the available tables further away from the entrance door(s) to the room, in the order of entry;
- At the entrance of the PC rooms, each student must be provided with a disinfectant wipe, with which they must disinfect the equipment they will use (keyboard, mouse...); the used wipe must be deposited in the dustbin when leaving the room, at the end of the test.

During an evaluation test:

- The room should be ventilated regularly;
- During the test there will be no possibility of questioning the professors present to avoid proximity between professors and students;
- Delivery of extra sheets of paper should be avoided during the test.

The assessment tests have a maximum duration of 90 minutes:

- Students remain seated until the end of the test, even if they finish before;

- At the end of the assessment, professors collect the tests before the students leave; only after all the tests have been collected, students may depart starting from those who are closest to the doors;
- Students with the right to extra time can stay in the same room.

After leaving the room, all participants must wash or disinfect their hands and leave the building from the nearest exit.

2. Procedures after the evaluation tests

Face-to-face sessions for tests consultation should be avoided; the following procedures are suggested:

- Electronic publication of results with detailed classification by question/sub-question;
- Exceptional requests for clarification should be addressed by students to professors by e-mail, focusing on the proper question/sub-question;
- Professors will provide clarifications electronically whenever justified, possibly including the digital scanning of the answer in question.

Providing that, in second instance, there may be a need for face-to-face consultation:

- The professors should schedule appointments with small groups of students;
- The persons involved should respect the social distance.