

**Notice No. 3/2021**  
**of the Deputy Rector for Student Affairs and Education**  
**Warsaw Medical University**  
**of 20 January 2021**

**on the organization and participation in examinations carried out at the in the Medical University of Warsaw during the limited functioning of the university in relation to the prevention, counteracting and combating of COVID-19 in the winter session of the 2020/2021 academic year**

I. Recommendations for the organization of written and test in-person examinations at the University are as follows:

- 1) Written and test examinations may be conducted in-person at the University, provided that the following rules of sanitary and epidemiological safety are followed.
- 2) The examination may take place only in a room with an appropriate size, with appropriate distances between individual examination participants and between the examiners and the examiners (minimum 1.5 meters), as well as with the requirement that the number of people in a given room does not exceed the indicated number in the information on the door.
- 3) Chairs that cannot be occupied should be clearly marked in the rooms.
- 4) Examination rooms should be opened in advance to limit the possibility of people gathering when entering the rooms.
- 5) Students waiting to enter the examination room are required to keep a safe distance from each other - minimum 1.5 m.
- 6) The student's identity is verified on the basis of the student ID or other document with a photo presented for inspection.
- 7) Entering the examination room and taking seats as well as leaving the examination room after the end of the examination should be done individually.
- 8) Examination room services are obliged to provide means for disinfecting hands before the examination begins and before entering the examination room and after leaving the examination room; the examiner, supporting teachers and students are obliged to cover their mouth and nose (face mask) at all times during their stay at the University.
- 9) It is recommended to lay out the examination sheets on the examination tables before students enter the classroom.
- 10) Answer cards should be handed over to students at the time of identity verification, during which the students return the completed and signed examination declaration as at the date of taking the examination. The example of a declaration is attached to this announcement.
- 11) There should be an appropriate break between the following examinations in the same room, so that it can be properly ventilated, cleaned and disinfected.

II. The rules for the participation of students in written and test in-person examinations conducted at the University are as follows:

- 1) Only a healthy person may participate in the examination, without any symptoms suggesting an infectious disease.
- 2) A person who is at home with a person in quarantine or isolation at home, or who is under quarantine or isolation at home cannot participate in the examination.
- 3) Persons who cannot participate in the examination for the reasons mentioned in point 1 and 2 should notify the person responsible for the organization and conducting the examination in advance, by phone or e-mail; for these persons, the date and mode of taking the examination will be set individually by the head of the department.
- 4) Students taking the examination may not bring any unnecessary items to the examination room, including bags, books, mobile phones, food and drinks, etc.
- 5) During the examination, each student uses their own writing instruments, a calculator, etc.
- 6) Students are required to have their own personal protective equipment; persons without a face mask will not be admitted to the examination room.
- 7) Student should appear for the examination in advance, the time of arrival is decided by the person who organizes and conducts the examination.
- 8) While waiting to enter the examination room, students are required to keep an appropriate distance (at least 1.5 m) and cover their mouth and nose with face masks.
- 9) Students are required to enter the examination room individually, with a student ID or other photo ID prepared for inspection, in order to verify their identity, and they should submit a completed and signed examination declaration as at the date of taking the examination. The example of a declaration is attached to this notice.

Prof. Marek Kuch, MD, PhD  
Deputy Rector for Student Affairs and Education  
Medical University of Warsaw

**Appendix to Notice No. 3 of the Deputy Rector for Student Affairs and Education of the  
Medical University of Warsaw on January 20, 2021.**

**"EXAMPLE"**

**STATEMENT**

Of a student who is taking the examination on .....in ..... in the  
full-time mode at the University during the period of limitation of the functioning of the University due  
to prevention, counteraction and combating COVID-19

First name and last name: .....

Index number: .....

Faculty:.....

Field of study: .....

I declare, that:

I do not show any disease symptoms indicating SARS-CoV-2 infection, I am not under quarantine  
for suspected SARS-CoV-2 infection and during the last 14 days I have not had any conscious  
contact with people suffering from SARS-CoV-2 or people staying in quarantine or isolation because  
of possible contamination.

Warsaw, on .....

*legible signature of the student*