



FINAL EXAMINATION PROCEDURE PROTOCOL

1 INTRODUCTION

The reopening of the Cyprus Maritime Academy with the physical presence of the cadets was decided in the context of the gradual lifting of the restrictive measures taken by the government to deal with the Pandemic of the new coronavirus COVID-19. The return of the cadets to the Academy is done in order to complete the delivery of the laboratory courses of the academic programs of the Cyprus Maritime Academy as well as for the conduction, with the physical presence of the cadets, of the final examinations of each program. In this way, it is ensured that all cadets of the Academy will complete the Spring Semester 2020, while achieving the learning objectives of each program.

The present protocol and the instructions it contains, is intended for the preparation and guidance of the cadets and the academic / administrative staff of the Cyprus Maritime Academy, so that their return to the premises of the Academy will take place in the appropriate and controlled conditions of hygiene and safety, with the aim of eliminating and / or minimizing the risk of the spread of the virus, both for the cadets and for the academic / administrative staff of the Academy.

The effort made by the Cyprus Maritime Academy to successfully complete the Spring Semester 2020 with the least possible delay and the fewest possible problems, depends not only on the actions taken by the Academy itself but also on the responsibility and cooperation that our cadets will show.

We thank you in advance for your understanding and we wish you good luck in completing your courses and good luck in your final exams.



2 WHERE WILL THE FINAL EXAMINATIONS TAKE PLACE

- All final examinations of the theoretical courses of the academic programs of the Cyprus Maritime Academy will be conducted in the main building of the Academy, Research and Technology Building (RTB).
- The building has been properly prepared, with the cleaning / disinfection of all common areas (entrances / exits, corridors, toilets) of the building, which will be used by the cadets of the Academy, throughout the period of the final exams.
- Alcohol solutions / antiseptics for use by the cadets and the administrative / academic staff of the Academy have been installed in all common areas of the building, while posters showing its proper use will be posted according to the recommendations of the World Health Organization.
- All public areas of the building will be disinfected / cleaned at regular intervals during each day of the final examinations. Particular emphasis will be given on meticulous cleaning / disinfection of the surfaces of the building that will be used frequently (high-touch surfaces), such as knobs, ladder handrails, etc.
- Due to the high temperatures in summer, the air conditioning and ventilation systems of the building, which have been maintained and disinfected, will be used. The air supplied by the systems alternates satisfactorily per hour, according to the mechanical studies and the certificates that have been issued.
- In addition to the air conditioning and ventilation systems, there will be continuous and adequate natural ventilation of all common areas of the building that will be used by the cadets of the Academy throughout the final exam period.
- The cafeteria of the building will remain closed throughout the final exams.





3 FINAL EXAMINATIONS CLASSROOMS

- All final examinations of the theoretical courses of the academic programs of the Cyprus Maritime Academy will be carried out in specially selected, arranged and properly prepared classrooms of the RTB building.
- In the examination rooms, disinfection and cleaning will be carried out at the beginning of each day, for the entire period of the final examinations. In addition, the rooms, furniture (chairs, desks) and the frequently used surfaces (e.g. knobs) will be disinfected and cleaned again after the end of each examination. For this reason, care has been taken for a gap of at least one (1) hour between each exam that will be held in the specific rooms, throughout the period of the final examinations. The disinfection and cleaning of the rooms will be certified by utilization of a special form that will be posted at the entrance of each room.
- The arrangement of the desks and the way the cadets will sit in the examination rooms will be in rows of two or three desks, it has been planned in such a way that the desks have a common orientation, and there is a distance of at least two (2) meters between each desk. The exam invigilator's seat will also be placed at least two (2) meters from the nearest desk.
- In each exam room there will also be a special trash can, which will be emptied and disinfected and cleaned at the end of each exam.
- An alcohol solution for use by the cadets and the invigilator him/herself will be placed on the invigilator's desk. There will also be spare pens, white paper for notes and tissues that can be given to the cadets by the invigilator if they need them.
- Due to the high summer temperatures, the air conditioning and ventilation systems of the rooms will be used during the final examinations. The systems have been maintained and disinfected. The air supplied by the systems alternates satisfactorily per hour, according to the mechanical studies and certificates that have been issued.
- In addition to air conditioning and ventilation systems, there will be continuous and adequate natural ventilation through the windows that exist in all rooms that have been selected for the final examinations.
- Throughout the final exams, only cadets who attend the exam, the invigilators, the staff in charge of cleaning the rooms and the strictly selected limited number of the Cyprus Maritime Academy academics and administrative staff will be allowed to enter the classrooms.



4 COMING TO THE BUILDING FOR FINAL EXAMINATIONS – RECEPTION CREW

- The Cyprus Maritime Academy cadets must arrive at the RTB building at least thirty (30) minutes before the beginning of each final exam.
- The cadets must come from the entrance at the back of the building (opposite the back entrance of the Coca-Cola factory) and park (if they arrive in their own vehicle) in the central parking lot of the building.
- The Cyprus Maritime Academy recommends that its cadets avoid the use of public transport and the big in number (more than two people) use of private means of transport when coming and leaving the examination, to reduce the chance of infection in the event of an incident. The disembarkation of parents, relatives, companions or friends together with the cadets in the parking lot of the Academy is prohibited.
- **Reception Crew:** In front of one of the back entrances of the building, there will be an Academy reception crew staffed by the Academy's administrative and academic staff in a specially designed, covered, outdoor area. The staff members of the crew who will greet the cadets will necessarily wear protective equipment that will include a special type mask, gloves as well as a protective shield for the face.
- The reception staff will remind the cadets to avoid hugs and handshakes with their classmates and strictly uphold the distance and hygiene safety measures as these are applied in relation to the new coronavirus COVID-19.



- The Academy's reception desk will offer antiseptic to each cadet with which the cadet will be required to disinfect his / her hands under the supervision of the crew. Then, the reception crew will record the data of the cadets (Name, Identity Number, Program & Year of Study), will complete a questionnaire in relation to the disease (coronavirus) and will carry out remote electronic heat measurement (fever count) for each cadet using a scanner type thermometer.

• **Protective Equipment for Cadets:** After each heat measurement, the reception crew will provide the cadets with protective equipment that must be worn before entering the building. The protective equipment will consist of a surgical mask and disposable plastic gloves. After the cadets wear the protective equipment, the process of disinfecting the hands with antiseptic will be repeated. If a cadet comes to the building already wearing a mask or gloves, then he/she will be entitled not to use the equipment that will be offered by the Academy. Hand disinfection will be mandatory.

- Upon successful completion of the admission process by the reception crew, the cadet will enter the building accompanied by academic / administrative staff of the Academy and will be directed to the room where his / her final exams will be held.





5 ENTERING THE BUILDING AND THE FINAL EXAMS ROOM

- Cadets will enter the building alone (one by one) and a few seconds apart from the next cadet to avoid any possible overcrowding.
- At this point, the cadet will be asked by the staff member accompanying him/her, if he / she wishes to use the toilet since its use during the final examination will be prohibited.
- With the exception of the possible use of the toilet, the cadet will be directed directly to the examination room where the staff member escorting him/her at that point will leave and the cadet will be welcomed by the invigilator of the final examination.
- When he/she enters the room, the cadet will re-use the antiseptic offered to him to disinfect his hands and then sit at the desk indicated to him by the invigilator.
- The invigilator of the final exam will indicate to the cadet the desk / seat in which he / she will have to sit according to the final exam seating plan, as this will have already been prepared for the final exam.
- Cadets must bring with them all their required materials (pens, calculators, etc.), which are needed to complete their final exams, according to the instructions they have received from their Faculty members. In addition, cadets are entitled to have only water with them, strictly and exclusively for their own use.
- Cadets from any other course/program are not allowed to enter the final examination room.
- Upon completion of the entrance procedure to the room for all cadets of the specific department, the process of conducting the final examination will begin.



6 FINAL EXAMS PROCEDURE

- Each exam will be conducted in accordance with the established procedures and internal regulations of the Cyprus Maritime Academy in relation to the final examinations of its academic programs.
- When all the cadets enter the final examination room and sit at the desk indicated by the invigilator, the written examination papers will be distributed.
- Prior to the start of each test, the invigilator will remind cadets that contact with the eyes, nose and mouth should be avoided to reduce the risk of infection.
- The invigilator will also remind the cadets that in case of cough or sneezing, a tissue should be used which will be kept by the cadet until the end of the examination and will be discarded in the special bin when he / she leaves the room.
- Upon completion of the examination papers distribution, the faculty member of each course or a representative of the specific program will remain in the room for the first 10-15 minutes to answer to any questions, the cadets may have about the written exam.
- During the examination, the official regulations of the Cyprus Maritime Academy regarding the conduction of the final examinations are strictly applicable.

Among other things, the following are forbidden for all cadets:

- Conversation with other classmates.
 - Looking at the exam papers of their classmates.
 - To exchange any object with their classmates.
 - To make noise.
 - To use their mobile phone.
 - To leave the room before the end of the examination, without the (exceptionally) explicit permission and be escorted by the invigilator.
- The Cyprus Maritime Academy strongly urges cadets to continue to wear the protective equipment (mask and gloves), which will be given upon entering the Academy, throughout their final examination.



7 COMPLETION OF FINAL EXAMINATION AND PROCEDURE FOR LEAVING

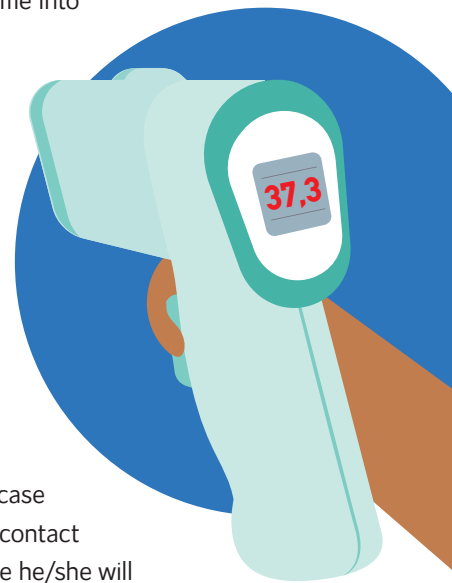
- Within forty (40) minutes of the official start of the final examination and upon completion of their examination, cadets will have the right to leave the room. They will deliver their examination paper to the invigilator who will place it in a special box, and they will be directed directly to the exit of the building, accompanied by a staff member of the Academy.
- Upon completion of the available time for each final exam, all cadets will submit their papers to the special box located at the invigilator's desk and will leave alone (one by one) a few seconds apart from the next cadet to avoid any possible overcrowding. During process of leaving the final exam room and the building each cadet will be accompanied by a member of staff of the Academy.
- The protective equipment given to the cadets will be disposed of by the cadets in special bins that will be placed outdoors, near the exit of the building.
- Gatherings of cadets in the premises of the Academy following the end of each final examination is prohibited.





8 PROCEDURE IN REGARDS TO POSSIBLE VIRUS CASE

- Upon their arrival at the reception desk, cadets will undergo a procedure while completing a questionnaire on whether they have any of the following symptoms: Fever, General symptoms / Fatigue and / or, Dry Cough and / or, sore throat and / or and, Arthralgia / Myalgia and / or Rhinoplasty, and / or Dyspnea / Chest Allergy, and / or Decreased Tasting / Smell, or / and Nausea / Vomiting / Diarrhea, and / or if they have come into contact with confirmed COVID- 19 cases within the last 14 days.
- If a cadet has a temperature above 37.3 °C and / or any of the symptoms mentioned in the questionnaire have been reported, then the specific cadet will be given the protective equipment, which should be worn immediately. Then the cadet will be taken accompanied by a staff member, to an especially prepared, air-conditioned and well-ventilated room (first aid room of the RTB building) where, after a few minutes, the fever measurement process will be repeated. .
- If the cadet's temperature during the recurrence of the heat measurement is above 37.3 °C and / or the cadet confirms that he / she has any of the above symptoms, then the cadet in question will be treated as possible suspicious case.
- At this point, the cadet will be instructed to contact his/her Personal Doctor immediately. In case the cadet in question does not have a personal doctor, he/she will be given the option to contact the Primary Care Center of the Medical School of the University of Nicosia by phone, where he/she will be given immediate advice on the next steps to follow.
- If the symptoms are mild and / or the fever is low, then the cadet will be asked to leave the Academy by private means so as to not expose other people and to isolate him/herself for 14 days as well as to follow the advice he/she will receive by the doctor.
- If the symptoms are severe and / or the fever is high, and after first contacting the doctor, the cadet will be permitted if he/she wishes to and requests it, to communicate with licensed academic staff of the Nursing program of the University of Nicosia, who will be On call for this purpose and who will come to provide immediate support.
- After the cadet leaves the First Aid designed room, the room will be immediately disinfected according to the instructions of the Ministry of Health for disinfection of non-sanitary areas. Also, the Academy official who performed his/her duties accompanying the cadet who is a suspicious case will thoroughly disinfect themselves and replace his / her protective equipment.





9 ADMINISTRATIVE / ACADEMIC PERSONNEL & CADETS OF THE CYPRUS MARITIME ACADEMY WHO CAN BE EXCLUDED FROM THE FINAL EXAMS PROCESS AND PROCEDURE

- The administrative and academic staff of the Cyprus Maritime Academy, who belong to the vulnerable groups, as determined by the relevant announcements of the Ministry of Health of the Republic of Cyprus, will be able to abstain from the whole process of conducting the final examinations of the Academy.
- The presence of the Cyprus Maritime Academy cadets in the final exams for the academic programs of the Academy is mandatory for all but the following exceptions:

- A** – Cyprus Maritime Academy cadets who are proven to belong to the vulnerable groups of the population according to the latest relevant announcements of the Ministry of Health of the Republic of Cyprus.
- B** – Cyprus Maritime Academy cadets who have proven symptoms and / or are suspected of being a possible coronavirus case (tracked).
- C** – Cyprus Maritime Academy cadets who live with other people who have proven symptoms of the disease and / or are suspected cases of coronavirus (tracked).
- D** – Cyprus Maritime Academy cadets who have come in contact in the last fourteen (14) days with a confirmed case of coronavirus.

- Cyprus Maritime Academy cadets, who belong to the above category “**A**”, will have the option of either justifiably abstaining from the final exams for this period, or to attend the exams normally.
- Cyprus Maritime Academy cadets who fall into the above categories “**B**”, “**C**” and “**D**” should be isolated and should therefore be required to abstain from the final exams of this period.
- Cadets who belong to the above categories and who will not attend their final exams at this time, will have the opportunity either to attend their final exams with a physical presence in September or to take exams that will be held remotely. The decision on the form of the final exams for these cadets will depend on the developments in relation to the course of the Pandemic.