

Final Exam Guide: Students

AUS looks forward to welcoming you to campus for the Spring 2021 final exams. This document contains information to help you prepare for a successful face-to-face examination period.

Section 1 Preparation:

Exam Schedule and Locations:

The first step for all students will be to familiarize yourself with your specific final exam schedule and room locations.

All exams take place between Tuesday May 25th and Saturday June 5th and are scheduled in one of four daily time slots as per the table below:

Spring 2021	8 - 10 am	11 - 1 pm	2 - 4 pm	5 - 7 pm
Sunday 23rd May	Last day of Spring 2021 classes			
Mon 24th May	STUDY DAY			
Tue 25th May				
Wed 26th May				
Thu 27th May				
Fri 28th May	FRIDAY			
Sat 29th May	STUDY DAY			
Sun 30th May				
Mon 31st May				
Tue 1st June				
Wed 2nd June				
Thu 3rd June				
Fri 4th June	FRIDAY			
Sat 5th June	MAKEUP EXAM DAY			

Figure 1: Each of your final exams will be scheduled during one of the two-hour slots (empty white boxes) in the table above

- The time and location of the final exam for your courses will be posted as an announcement on the iLearn page for your course.
- You can use the campus map (at the end of this document) to locate your exam rooms.
- It is important that you familiarize yourself with the campus map and identify the buildings on the map where the exam rooms are located.

COVID-19 Health Declaration Form

As a condition to receive a QR code to enter the campus, you must complete the *COVID Declaration Form* at the link below.

COVID-19 Declaration Form: <https://pulse.aus.edu/form/covid-19-> **(AUS VPN Required)**

When completing the *COVID-19 Declaration Form*, please attach one of the documents listed below.

Proof of COVID-19 Vaccination

- Either a screen shot from the Al Hosn or comparable app or both sides of an official vaccination card.

OR

Proof of Negative COVID-19 PCR Test

- Either a screen shot from the Al Hosn or comparable app, official lab result, or SMS of lab result.
- The date of the test result should be clearly shown on the documentation. (If you submit an SMS of the lab result please ensure the date of the SMS is clearly visible otherwise the result cannot be processed).
- The PCR result should be dated no earlier than Wednesday May 19th.
- To receive a QR code before Tuesday 25th (the first day of exams) the test result should be submitted no later than midnight on Friday 21st May.

Campus Access from May 25 – June 5

Once your *COVID-19 Declaration Form* has been approved by University Health Services, you will receive a QR code for access to campus from May 25 – June 5 during the hours of 7:00 a.m. to 7:00 p.m.

- The QR code will be scanned at the campus gate and will allow you access to campus.
- Please ensure you bring a device such as a mobile phone that you can use to show the QR code to the guards at the gate. Alternatively, a printed copy of the QR code will also work.
- The QR code will be valid for the entire duration of the final exam period.
- Please arrive at the campus gates at least **1 hour before** the start time for your exam.
- NOTE: If for any reason you are denied access to campus the guards will provide you with an information sheet explaining who to contact so that we are aware that you will not be attending your exams that day.

Parking:

Parking lots P4, P5, P6, P7, P10, P21 (see map at the end of this document) will be available. There will be busses available at the lots to drive you close to your exam building. Alternatively, you may find that it is a short walk from where you have parked to your exam building. Please note that AUS has recently installed a one-way system for driving on campus so pay careful attention to the signs as you drive on campus.

Arriving at your exam location:

- When you get close to the exam building there will be signs indicating where the entrance to the building is. From the entrance there will be signs to each individual exam location within the building.
- When you get to the exam room, if the door to the room is open then you should enter the room immediately and sit down at any available seat for your specific course.
- If the door is closed there will be stickers on the floor indicating where you can wait while maintaining social distancing.

What to bring with you:

- Your AUS student ID. You will be asked to present this ID on your table during the exam. (If you do not have a student ID then bring your Emirates ID or your passport)
- Mobile phone or iPad to show QR codes for campus entry. You will not be allowed access to campus without a valid QR code. A printed copy of the QR code will also work.
- Fully charged laptop and charging cable (if exam is computer based). Every room will have some charging capability. However, it will not be possible to charge all laptops for all students at the same time so please ensure you arrive on campus with a fully charged laptop. If you have two exams in a row then you will be able to charge your laptop during your second exam.
- Pens, pencils, calculators, etc. (for paper-based exams)
- A bottle of water. It will be very hot outside and it is vital that you bring a bottle of water to stay adequately hydrated. Vending machines on campus will be closed. There will be water bottles available on campus at certain locations.

After your exam:

- After you leave the exam, do not congregate outside of the exam room.

- If you have another exam that day you may stay on campus at one of the designated campus study spaces (see campus map at the end of this document):
 - Student Center
 - Library
 - LAN building
- You can leave campus and re-enter for another exam on the same day
- If you have completed your last exam of the day then you are advised to leave campus within one hour of the end of your final exam.

Section 2: IT related issues (computer exams and paper based exams)

Your course instructor will inform you in advance whether the exam will be computer based or paper based.

If your exam is computer based you will need to bring a fully charged laptop to take your exam on.

The following links explain how to log into the campus wifi network:

- [**How do I configure AUS Wireless on Windows 10?**](#)
- [**How do I configure AUS Wireless on MAC?**](#)

In case you experience hardware or software issues during the exam, raise your hand and report the issue to the exam proctor. IT staff will then assist with the issue.

Section 3: Health and Safety protocols while on campus

During the final exams, please adhere to the steps below to comply with Ministry of Health and Prevention guidelines.

- Maintain 2m physical distance in all directions from others and follow the occupancy restriction stickers elevators and other locations. Stand on floor stickers where applicable and do not sit on the seats where a seating sticker exists.
- Everyone must wear face masks at all times while they are in the buildings.
- Temperature will be checked at the entrance to each building. Individuals who are found to have a high temperature (starting from **37.5**) will be required to undergo a second test by thermal cameras or a handheld scanner.

- Everyone must follow the rules related to the use of staircases (all staircases are designated ascending or descending) and to follow the directional signs for the other staircase even if that will mean using a staircase that may be inconvenient.
- To avoid crowding in front of elevators, people are encouraged to use staircases.
- Everyone must follow the rules in regard to the entrance and exit points to the building even if that means long walking distances across the buildings and on campus.
- Please wash your hands with soap for at least twenty seconds as per the steps explained near the basins, or using the automatic hand sanitizer dispensers which are distributed within the buildings if hand washing was not possible when touching common place surfaces.
- Wherever touchless options are available for elevators, doors and basin mixers, people are encouraged to use such options and avoid contact with surfaces.
- Masks and gloves must be disposed of in the waste bins identified for this purpose.

Section 4: Reporting Positive COVID-19 Test Results

Members of the university community who receive a positive PCR test result are asked to follow the steps listed below.

Step One

Please complete the *Positive COVID-19 Report* at the link below or contact Healthservices@aus.edu to report your test result.

Positive COVID-19 Report: <https://pulse.aus.edu/report-positive-test-result> (VPN Required)

Step Two

Information for home quarantine may be found at the link below or as provided by the medical facility that informed you of your positive test result.

Home Isolation Procedures: [HTTPS://bit.ly/2VpLRQN](https://bit.ly/2VpLRQN)

Step Three

Call the telephone number listed on your PCR test result for further instructions. Due to high call volumes, please be prepared for longer than usual wait times for the phone to be answered.

Step Four

Fortunately, the vast majority of COVID-19 cases do not require hospitalization. If your doctor determines that this applies to you, please follow his/her recommendations. Otherwise, if your doctor determines that you need hospitalization, please be aware that most private hospitals are now “COVID Free” and are not accepting COVID-19 positive patients. Please consult your physician regarding which clinics and/or hospitals are treating COVID-19 patients. Alternatively, you may also ask University Health Services or contact Al Buhaira Insurance for guidance on approved locations.

University Health Services: HealthServices@aus.edu

Al Buhaira: 050 462 3237

If you test positive during the final exam period and are well enough to continue your exams your course instructor will be informed and you will continue the remainder of your exams online.

Section 5: Other information

- AUS will offer bus service between campus and Al Rashidiya and Etisalat metro stations. You will be contacted by email with a link to book these services. Pre-booking is required to ensure that social distancing requirements are maintained on busses.
- The University City bus service will run between campus and various locations in Sharjah. You will be contacted in a separate email about how to access information regarding the University City bus service.
- The mini-mart (see map for details) will be open and sells food and drink. Due to health protocols, all vending machines will not be in service, but water will be provided in specific locations as shown on the map.
- Subway will provide prepackaged food options in the student center and the LAN building.
- The makeup exam day takes place on Saturday June 5th. Normal eligibility rules apply: If a student is scheduled for more than two examinations in one day, more than three examination in two consecutive days, or has a time conflict with common examinations, then the student must report to his/her associate dean by the end of the 11th week of classes to make the necessary adjustments to his/her schedule.
- If you receive academic accommodations due to a documented disability, please discuss the arrangements for the finals with your instructors as soon as possible.