The HKEAA is implementing a series of contingency and precautionary measures, based on the recommendations of the Centre for Health Protection (CHP), during the examination to ensure the health and well-being of candidates, examination personnel and all involved in the administration of the examinations. Candidates should pay attention to the following important points when taking the examinations:

Before leaving for the centre

1. Candidates must check their body temperature, complete and sign the ‘Candidate’s Declaration Form on Health’ on each examination day. The declaration forms (one form per day) have been distributed to candidates together with the admission form. According to the advice of the Department of Health, candidates with the following conditions should not go to the examination centre but consult a doctor promptly:

   (1) Fever (body temperature at or higher than 38°C), regardless of the presence of acute respiratory tract infection symptoms such as cough or shortness of breath;

   (2) No fever but with the presence of acute respiratory tract infection symptoms.

2. Candidates who have been to the Mainland or countries/districts in which mandatory quarantine is required within 14 days before the day of examination should not go to the examination centre. They have to declare such information on the declaration form. Candidates refusing to cooperate or making false, incomplete or misleading declaration may receive penalty or even be disqualified from the Examination.

3. In case a candidate cannot attend the speaking examination on the original examination date, he/she should apply for rescheduling of the examination date within three working days (Monday to Friday during office hours) after the original examination date. The supplementary fee will be waived if valid medical documents (original) can be produced. Since no supplementary examination will be arranged for written or practical papers, for candidates who cannot attend any written or practical examinations due to illness, they should follow the instructions given in Section D4 of the ‘Handbook for Candidates’ which had been uploaded on the HKEAA website in December 2019.

4. Candidates are reminded to take their body temperature on each day, bring their own ‘Candidate’s Declaration Form on Health’ and surgical mask(s) to the examination centre. Sufficient surgical masks (one per examination day) will be distributed to school candidates via their school while private candidates will be arranged to collect the surgical masks from the HKEAA office during 16 – 26 March 2020.
Before the examination

5. Schools should maintain good indoor ventilation and environment clean and disinfected. The CHP has issued health advice (including personal hygiene, maintaining environment clean and hygiene, etc.) to schools for the prevention of Coronavirus disease (COVID-19) (Interim). For details, please refer to the relevant website: www.chp.gov.hk/files/pdf/advice_to_school_on_prevention_of_nid_eng.pdf

6. The majority of centre schools will set up body temperature screening at the entrance of the examination centres. Before entering the written/speaking examination centre, candidates must put on their own surgical mask and rub their hands by using alcohol sanitizer-gel placed in front of the entrance. Invigilators will check on the spot whether candidates have completed and signed the ‘Candidate’s Declaration Form on Health’, and they will take the body temperature of those candidates whose body temperature is at or higher than the alert level of the screening system with another thermometer (i.e. infrared ear/forehead thermometer). If necessary, candidates may rest a while before taking their body temperature for the second time. Candidates who have fever or have been to the Mainland or countries/districts in which mandatory quarantine is required within 14 days before the day of examination will be required to leave the examination centre and consult a doctor promptly. The above procedure will be strictly enforced by the centre staff.

7. The examination procedures will commence after completion of the aforementioned steps and the start of examination may be delayed. In this regard, the HKEAA have enlisted schools' assistance to admit candidates earlier from 7:50 am for examinations due to start at 8:30 am. The Centre Supervisors may exercise their discretion to postpone the start of examination by 15 minutes. However, it should be noted that on 31 March and 3 April where the Chinese Language and English Language Listening and Integrated Skills are examined respectively, the radio broadcast of the examination content cannot be delayed and will start at 10:00 am sharp. In order to ensure that the listening component of the language subjects will proceed smoothly and as scheduled, candidates must strictly abide by the requirements in points 1 and 2 above and report to the examination centre on time, by 8:30 am.

During the examination

8. According to the advice from the CHP, spatial separation of seating arrangement should be adopted in hall and classroom centres for written examinations. The EDB also announced that schools will continue to suspend classes until 19 April 2020. Schools would optimise the use of their school premises in a bid to space out candidates in the examination centres as far as practicable. Therefore, there might be slight variation in the distance between candidates which depends on the physical setting of the examination venues. Candidates may be relocated to examination rooms other than the ones specified on their admission form. For Listening examinations, candidates being assigned to centres using infrared transmission (IR) system or PA system (for Chinese Language (Putonghua)) may be relocated to classrooms where PA system or other device will be used for playing the recording. In this connection, they should check the latest seating arrangement when they arrive at the examination centre.
9. In all examinations (including speaking examinations), candidates are required to put on a surgical mask. Those who refuse to put on their surgical mask will be regarded as having breached the examination regulations. Invigilators may ask candidates to remove their surgical mask temporarily during the taking of attendance in order to verify their identities. In case any candidates would like to be exempted from wearing surgical mask during the examinations, they should apply to the HKEAA with medical proof or acceptable reasons on/before 13 March 2020 (i.e. 10 working days before the start of the first written examination on 27 March 2020) for further arrangement.

10. Candidates with serious sneezing/persistent coughing may be arranged to sit at the reserved seats of the examination hall or another examination room in order to minimise disturbance to other candidates. Candidates who need surgical mask may ask for help from the centre staff.

11. The arrangements of speaking examinations will be promulgated in a later stage.

**During the sessional break**

12. Candidates should put on their surgical mask during the sessional break. They should go to the open areas (and should avoid going to the crowded areas) designated by the centre school as far as possible. Schools are advised to make available more of their toilets on various floors for use by candidates and invigilation staff during the sessional break. Candidates may be arranged to leave the examination room or go to the toilet in batches.

13. Candidates have the duty of keeping the centre school premises clean, particularly when using the toilets.

**After the examination**

14. At the end of the examination, candidates should follow the instructions of Centre Supervisor in leaving the examination centre in batches, so as not to crowd the exits.

15. Schools should clean and disinfect the examination centre facilities daily before each examination day by using 1:99 diluted bleach (or 70% alcohol for metal).