



2022 Language Proficiency Assessment for Teachers (LPAT) Contingency and Precautionary Measures at Assessment Centres (Issued on 25 April 2022)

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

Before leaving for the centre

1. Candidates must check their body temperature, perform the COVID-19 rapid antigen test (RAT), complete and sign the 'Candidate's Declaration Form on Health' (updated 25 April 2022) before going to the assessment centre on each assessment day. The updated declaration form (one form per day) is available for download from the [HKEAA website](#). Candidates should take a photo of their negative RAT result next to their admission form for record purposes and retain the photos throughout the LPAT assessment period for random check. Those making a false, incomplete or misleading declaration may receive a penalty or even be disqualified from the assessment.
2. According to the advice from the CHP, candidates with any symptoms¹ of COVID-19 should **not** go to the assessment centre and should consult a doctor as soon as possible.
3. Candidates should **not** go to the assessment centre if they are subject to any of the following conditions on the day of assessment:
 - are undergoing mandatory quarantine (including StayHomeSafe Scheme and home isolation), or
 - have not done the COVID-19 RAT or have received a positive RAT result on the day of assessment.

Candidates are required to declare that they are not subject to the above conditions in the declaration form.

4. No supplementary assessment will be arranged for written papers.
5. Candidates are reminded to take their body temperature each day, and bring their completed 'Candidate's Health Declaration Form' and surgical mask(s) to the assessment centre.
[Note: Neither candidates nor invigilation staff are allowed to wear masks or respirators with valves in the assessment centres as respiratory droplets can be dispersed through the valve thus exposing other people to the risk of possible infections.]

Before the assessment

6. Schools serving as assessment centres ('centre schools') should maintain good indoor

¹ Examples of symptoms of COVID-19 include but not limited to the following:

- (1) Fever (tympenic temperature at or higher than 38°C); or
- (2) Presence of acute respiratory tract infection symptoms; or
- (3) Sudden loss of sense of taste or smell.



ventilation (open the windows as far as possible) and keep the environment clean and disinfected. The CHP has issued health advice (including personal hygiene, maintaining the environment clean and hygienic, etc.) to schools for the prevention of Coronavirus disease (COVID-19) (Interim) (updated 26 January 2022). For details, please refer to the relevant website:

www.chp.gov.hk/files/pdf/advice_to_school_on_prevention_of_nid_eng.pdf

7. Body temperature screening shall be set up at the designated location of the assessment centres. Before entering the assessment centre, candidates must put on their own surgical mask properly (with the nose, mouth and chin fully covered) and use 70-80% alcohol-based handrub to sanitise their hands. Candidates can use their own sanitiser or use the sanitiser provided at 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 a forehead thermometer and then an ear-type thermometer. If necessary, candidates may rest a while before having their body temperature re-taken. The reading of the ear-type thermometer should be taken as final. Candidates who have a fever will be required to leave the assessment centre and consult a doctor as soon as possible. **The above procedure will be strictly enforced by the invigilation staff.** In addition, candidates should raise their awareness of the prevention of COVID-19 in the assessment centres and should avoid talking with others.
8. For written assessment, centre schools shall admit candidates earlier from 8:30 am (English Language)/2:00 pm (Putonghua) for assessments due to start at **9:00 am (English Language)/2:30 pm (Putonghua)** respectively. The Education Bureau has announced the arrangement regarding 'Vaccine Pass' which requires all staff, service providers and parents, etc. who enter the school premises from 24 February 2022 onwards to have received at least one dose of COVID-19 vaccination. By showing the vaccination record to the school, they should also follow the requirement of using LeaveHomeSafe when entering school premises. The arrangement is applicable to all invigilation staff and candidates but not applicable to centres at the HKEAA venues. Candidates who have completed the procedures of having their body temperature taken and the health declaration signed should be allowed to enter the assessment hall/room unless there are designated waiting areas for the candidates. If necessary, the Centre Supervisors may exercise their discretion to postpone the start of an assessment session by 15 minutes.

During the assessment

9. According to the advice from the CHP, spatial separation of seating arrangement should be adopted in hall centres for written assessment. The standard seating distance between candidates (including front, back and sideways) should be at least 1.5 metres (see **Annex 1**).
10. In all assessment (including speaking assessment), candidates are required to put on a surgical mask properly and should not remove it. Those who refuse to put on a surgical mask will be regarded as having breached the assessment regulations. Invigilators may wear latex gloves during the distribution of question papers, attendance taking and collection of answer



scripts. Invigilators should **not** ask candidates to remove their surgical mask during the taking of attendance. If invigilators have doubts or queries about any candidates' identity, the candidates concerned should be asked to stay behind for identity checking by removing their surgical mask temporarily after the assessment session while maintaining an appropriate social distancing.

11. Candidates with serious sneezing/persistent coughing may be arranged to sit at the reserved seats of the assessment hall or another assessment room in order to minimise disturbance to other candidates. The time lost in the assessment will not be compensated. Candidates who need a surgical mask may ask for help from the centre staff. If candidates need to drink water during the assessment, they would only do so outside the assessment hall under the supervision of an invigilator.

During the sessional break

12. Candidates should put on their surgical mask properly, wash their hands with liquid handwash regularly and should not talk with others during the sessional break. They should go to the open areas (and should avoid going to the crowded areas) designated for their zone by the centre school as far as possible. Centre schools are advised to make available their toilets as many as possible on various floors for use by candidates and invigilation staff during the sessional break for dispersion of crowds.
13. To prevent crowding of candidates during the sessional break, candidates should be arranged to leave the assessment room or go to the toilet in batches/by zones. Candidates should space out and maintain social distancing while queuing up outside toilets and they should not use the toilets on other floors unless directed by the centre staff.
14. Candidates have the duty of keeping the centre school premises clean, particularly when using the toilets.
15. Schools are reminded to supply/refill liquid handwash and clean the toilets regularly. They should disable the use of hand dryers (if any) and should not use air blowers for drying the floor inside toilets. If possible, schools are advised to assign their janitors or cleansing staff to station in the toilets to carry out rapid cleaning during the sessional break. Please put up a notice to remind candidates that they should put the toilet lid down after use before flushing. In addition, schools with drinking fountains should discontinue the provision of such facility in the school premises. Schools should put up suitable notices/posters to remind candidates to observe personal hygiene, e.g. wearing a surgical mask, washing hands with liquid handwash regularly, maintaining an appropriate social distancing during the sessional break, etc. Sample notices/posters are at **Annex 2** for reference. Candidates should continue to wear masks and avoid mask-off activities during breaks as far as feasible. If they need to eat or drink, they should keep at a distance of at least 1.5 metres and should face one direction. Otherwise, effective partitions (of sufficient height above head level) may be installed on tables. Candidates are reminded (1) not to talk while not wearing a mask; (2) perform hand hygiene before and after eating; and (3) not to share food or drink, or utensils with others.



Candidates who fall sick during the assessment (fever / vomit)

16. If a candidate is unwell, he/she can summon an invigilator or request a sick bag (provided by the HKEAA), and will be accompanied to the toilet or other location of the school, such as the medical room (if any) in order to rest. If necessary, the school can call an ambulance to send the candidate for medical treatment. The invigilator may request to take the body temperature of the candidate again. If the candidate is found to have a fever, the invigilators will ask the candidate to go home and consult a doctor as soon as possible.
17. Handling pollutants such as blood, secretions or vomit, etc.:
 - (a) The centre schools should follow the recommendations of the CHP and the proper procedures to arrange their cleansing staff to wear appropriate personal protective equipment (PPE) including a surgical mask, latex gloves, a disposable gown, eye protection (goggles/face shield) and a cap (optional) for the initial cleaning and disinfection. *[Note: The HKEAA will provide anti-epidemic materials such as surgical masks, latex gloves and a small number of face shields for use by the centre staff as and when necessary].*
 - (b) After completion of the above procedures, schools should dispose of all waste and cleaning utensils (such as pliers, wipers or mop heads) in a waste bag.
 - (c) Cleansing staff should carefully remove the PPE and dispose of it in a waste bag and then clean their hands immediately.
 - (d) Cleansing staff should wear new gloves, properly wrap the waste bag and dispose of it in a covered rubbish bin.
 - (e) Cleansing staff should carefully remove the gloves and wash their hands with liquid handwash and water.

After the assessment

18. At the end of the assessment, candidates should follow the instructions of Centre Supervisor in leaving the assessment centre in batches/by zones, so as to avoid crowding at the exits.
19. Schools should clean and disinfect the assessment centre facilities daily before each assessment day/after the assessment sessions by using 1:99 diluted household bleach (or 70% alcohol for metal).

Speaking Assessment

20. For speaking assessment, candidates are allowed to enter the reporting room 15 minutes before the reporting time after they have completed the procedures of having their body temperature taken and the health declaration signed. Candidates should follow the instructions of the waiting room supervisor. Candidates must wear a surgical mask throughout the whole assessment and rub their hands with alcohol sanitiser gel before entering the preparation room and assessment room. The seating plan of the assessment rooms will be adjusted to maintain at least 1 metre distance between candidates while seated. The Education Bureau has recently announced the arrangement regarding 'Vaccine Pass' which requires all staff, service providers and parents, etc. who enter the school premises from 24 February 2022 onwards to have received at least one dose of COVID-19 vaccination. By showing the vaccination record to the school, they should also follow the requirement of using LeaveHomeSafe when entering school premises. The arrangement is applicable to all invigilation staff and candidates but not applicable to centres at the HKEAA venues.



Confirmed cases of Coronavirus disease (COVID-19) during the assessment period

21. According to the advice of the CHP, if any candidate or member of the invigilation staff who has been in the assessment centre and is subsequently confirmed as having COVID-19, the CHP will conduct epidemiological investigations and contact tracing to identify any close or other contacts. The centre school should disinfect all potentially contaminated surfaces or items by using 1:49 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water). If there is blood, secretions, vomitus or excreta spillage, the school should disinfect with 1:4 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 4 parts of water). School staff should wipe from the outside inward, leave for 10 minutes, rinse with water and wipe dry afterwards. The centre school should arrange for their cleansing staff to wear appropriate PPE including a surgical mask, latex gloves, a disposable gown (to be provided by centre school), eye protection (goggles/face shield) and a cap (optional). For proper wearing and removing of the PPE, please refer to the CHP's video (www.chp.gov.hk/en/static/32975.html). After completing cleansing and disinfection, the assessment centre can be used for another assessment. If necessary, the HKEAA will endeavour to transfer candidates to another assessment centre or a reserve centre and notify the affected candidates by email and SMS via mobile phone as soon as possible.

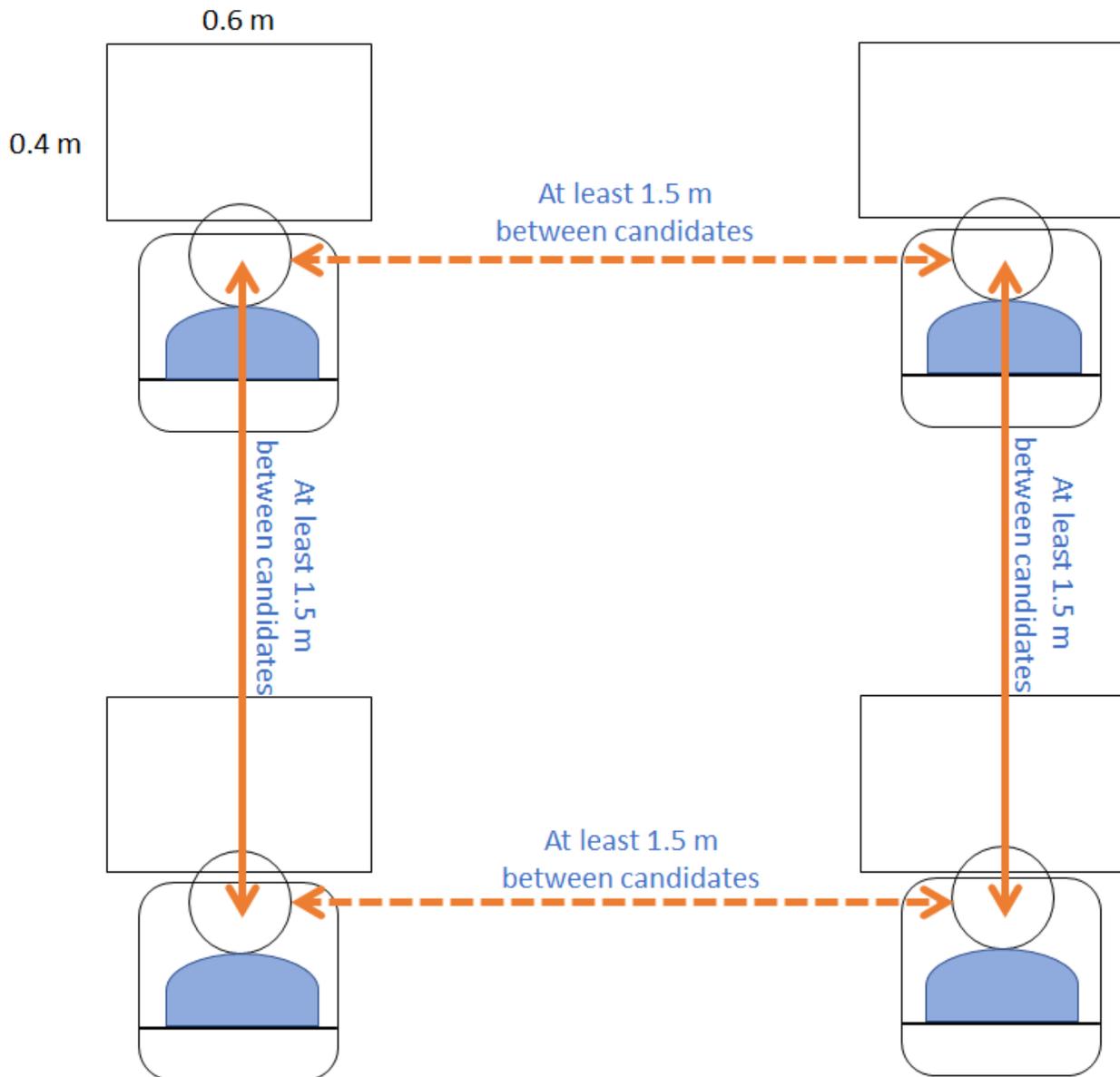
Points to note for household members of confinees

22. Persons who have travelled outside Hong Kong are subject to quarantine requirements according to the law. For information regarding quarantine for inbound travellers, please visit the following website: www.coronavirus.gov.hk/eng/inbound-travel.html. Household members of confinees under quarantine are advised to take heed of measures including avoiding going to crowded places, wearing a surgical mask when taking public transport or staying in crowded places, maintaining good personal hygiene, etc. Details can be found at the following website: www.coronavirus.gov.hk/pdf/Points_to_note_for_household_members.pdf.



Annex 1

Language Proficiency Assessment for Teachers (LPAT) 2022 Standard Seating Distance Between Candidates in Examination Centres







加入規液 搓手20秒

Add soap Rub hands for 20 seconds

一個既簡單
且有效預防感染的方法
An **easy** and **effective** way to
prevent infection

當雙手沒有明顯污垢時
你可用酒精搓手液潔手
When hands are not visibly
soiled, you may clean
them with alcohol-based
handrub



搓手步驟
Step for
hand washing



Don't spread germs

After using toilet, **put the toilet lid down** before flushing

Toilet flushing may splash germs out as far as 6 feet away, polluting the surrounding environment



不要讓病菌散播

如廁後 **先蓋** 廁板再沖廁

沖廁時的氣流可將馬桶內的
菌沖至6呎外，污染四周環境



蓋好廁板再沖廁





保持社交距離，勿交談！

Please keep your social distance. No talking!

