

**Latest Updates on International and Professional Examinations
Precautionary Measures at Examination Centres
(Updated on 8 October 2020)**

Before leaving for the centre

1. Candidates must check their body temperature, complete and sign on the 'Candidate's Declaration on Health (Please refer to page 3) on **EACH** examination day. Candidates making false, incomplete or misleading declaration may receive penalty or even be disqualified from the Examination. According to the advice of the Centre for Health Protection, candidates with the following conditions should **not** go to the examination centre but consult a doctor promptly:
 - (1) Fever (oral temperature at or higher than 37.5°C/tympanic temperature at or higher than 38°C), regardless of the presence of respiratory symptoms such as coughs or difficulty in breathing;
 - (2) No fever but with the presence of respiratory symptoms;
 - (3) Loss of taste or smell suddenly.
2. Candidates are required to declare that they are not undergoing mandatory quarantine on the day of examination or have not been to the Mainland, Macao or Taiwan or any overseas countries or areas in which mandatory quarantine is required within 14 days before the day of examination; otherwise they should not go to the examination centre. Candidates who are in quarantine and unable to attend the scheduled examination should inform the HKEAA (tel: 3628 8787) or the examination board concerned as soon as possible and before the day of the examination.
3. Candidates must bring to the examination centre their completed 'Candidate's Declaration on Health' and surgical mask(s). Without the declaration form candidates would **not** be allowed to take any examinations. Mask(s) will not be supplied at the examination centres.

Before the examination

4. Before entering the examination centre/waiting room for examination, candidates must put on their own surgical mask properly (with the nose, mouth and chin fully covered) and rub their hands by using alcohol sanitizer-gel of their own or placed in front of the entrance. Invigilators/Reporting Room Supervisors will check whether candidates have completed and signed the 'Candidate's Declaration on Health', and they will take the body temperature of candidates. Some larger examination centres will set up body temperature screening at the entrance, while other centres candidates will be measured by handheld thermometers. Candidates who have fever will be required to leave the examination centre and consult a doctor promptly. The above procedure will be strictly enforced by the invigilation personnel. Candidates should strictly follow the instructions of the invigilation personnel. In addition, candidates should raise their awareness of epidemic prevention in the examination centres and should avoid talking with others.
5. Candidates will only be admitted to the examination centre after completion of the aforementioned steps and admission to the examination centre may be delayed. The time lost in the examination will not be compensated. In this regard, it is important to note that candidates must strictly report to the examination centre in accordance with the reporting time as specified in their admission forms to avoid delay in admission to the examination centre.

During the examination

6. During the examination (including speaking examination), candidates are required to put on a surgical mask properly. Those who refuse to put on their surgical masks without an acceptable reason will be regarded as having breached the examination regulations. Invigilators may ask candidates to remove their surgical masks temporarily during registration/the taking of attendance in order to verify their identities.
7. Candidates with serious sneezing/persistent coughing/vomited due to sickness may be arranged to sit at the reserved seats of the examination room or another examination room in order to minimise disturbance to other candidates. The time lost in the examination will not be compensated.
8. The distance between the seats of candidates should be at least 1 metre. In the speaking examination, candidates' sitting position should be at a distance greater than 1 metre from the examiners as well as other candidates in the same group.

After the examination

9. At the end of the examination, candidates should follow the instructions of the invigilation personnel in leaving the examination centre in batches, so as not to crowd the exits.

During the break (if applicable)

10. Candidates should put on their surgical masks properly, wash their hands with liquid handwash regularly and should not talk with others during the break (if applicable). They should go to the open areas (and should avoid going to the crowded areas) designated by the examination centre as far as possible.
11. Candidates should space out while queuing up outside toilets to prevent overcrowding.
12. Candidates have the duty of keeping the examination centre premises clean, particularly when using the toilets.

Other points to note

13. Always practise hand hygiene after going to toilet, coughing and sneezing by washing hands with soap and water, or disinfect hands with alcoholic hand rub.
14. According to the advice of the Centre for Health Protection (CHP), if any candidate or invigilation personnel who has stayed in the examination centre is subsequently confirmed to have Coronavirus disease (COVID-19), the CHP will commence epidemiological investigations and conduct tracing investigation to confirm whether there are close contacts to follow up.
15. The Department of Health issues 14-day compulsory quarantine orders to all persons (except exempted persons) who have travelled outside Hong Kong. For household members of confinees, there is no requirement of compulsory quarantine. However, household members of confinees 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 CHP website: www.coronavirus.gov.hk/pdf/Points_to_note_for_household_members.pdf
16. Please refer to the following websites for detailed information on prevention of COVID-19: <https://www.coronavirus.gov.hk/eng/index.html>
<https://www.chp.gov.hk/en/features/14843.html>
17. Any changes to the precautionary measures will be announced on the HKEAA website (<http://www.hkeaa.edu.hk/en/ipe/>) as soon as possible. In case of enquiries, please contact the International and Professional Examinations Division at 3628 8787.



考生健康申報表 Candidate's Declaration on Health

本人聲明以下所有申報的資料均屬實，並明白根據考試規則，提供虛假、不完整或誤導訊息將受到懲處，甚至被取消考試資格。I declare that all information given below is true and correct to the best of my knowledge. I understand that according to the Examination Regulations, I shall be subject to penalties or even disqualification for giving false, incomplete or misleading information.

考生資料 Candidate Information	
姓名 Name:	考試名稱 Name of exam:
考試日期 Date of exam:	考試時間 Exam time:
聯絡電話 Contact number:	試場編號 Centre number:
香港身份證/護照號碼 HKID/Passport number:	座位編號 Seat number:

請在適當的方格內加上 '✓' 號 Please put a '✓' in the appropriate box(es)

	是 Yes / 否 No*
(a) 我的體溫正常 (口探低於 37.5°C / 耳探低於 38°C) My body temperature is normal (oral temperature below 37.5°C / tympanic temperature below 38°C).	<input type="checkbox"/> <input type="checkbox"/>
(b) 我沒有急性呼吸道感染徵狀 (例如咳嗽、氣促等) I do not have acute respiratory tract infection symptoms (such as cough or shortness of breath, etc.).	<input type="checkbox"/> <input type="checkbox"/>
(c) 我沒有突然喪失味覺或嗅覺 I do not lose my sense of taste or smell suddenly.	<input type="checkbox"/> <input type="checkbox"/>
(d) 於考試當日，我不是正接受政府指定的強制檢疫人士，而我亦沒有在考試日前 14 天內到內地、澳門或台灣或任何要求強制隔離的海外國家或地區。 I am not undergoing mandatory quarantine on the day of examination, and I have not been to the Mainland, Macao or Taiwan or any overseas countries or areas in which mandatory quarantine is required within 14 days before the day of examination.	<input type="checkbox"/> <input type="checkbox"/>

*如考生在上述任何聲明表示「否」，便不應赴考。 Candidates indicating 'No' in any statement above should NOT go to the examination centre.

收集個人資料聲明 Personal Information Collection Statement
<p>收集資料的目的 Purpose of Collection</p> <p>1. 你向香港考試及評核局提供的個人資料是用於預防任何傳染病或污染的發生或蔓延。The personal data provided will be used by the Hong Kong Examinations and Assessment Authority for the purpose of preventing the occurrence or spread of an infectious disease or contamination.</p> <p>接受轉介人的類別 Classes of Transferees</p> <p>2. 你所提供的個人資料，在有需要的情况下，可能會向其他政府決策局/部門或相關機構披露，作上文第 1 段所述用途。除此以外，資料只會於你同意作出該種披露或作出該種披露是《個人資料(私隱)條例》所允許的情況下，才向有關方面披露。The personal data you provide may be disclosed to other Government bureaux/departments or relevant parties for the purpose mentioned in paragraph 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.</p> <p>查閱個人資料 Access to Personal Data</p> <p>3. 根據《個人資料(私隱)條例》第 18 及 22 條，以及附表 1 第 6 項原則，你有權查閱及修正你的個人資料，包括索取你在上文第 1 段所述情況下所提供的資料的副本。在索取個人資料的副本時，可能須繳交費用。如欲查詢有關你所提供的個人資料，請聯絡國際及專業考試部(電話：3628 8787)。You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasion as mentioned in paragraph 1 above. A fee may be imposed for complying with a data access request. Enquiries concerning the personal data provided should be addressed to International and Professional Examinations Division (Tel.: 3628 8787).</p>

考生簽署 Candidate's Signature: _____

#如有需要，請自行複印此表格。此表格一經填妥及收悉，考評局將以「密件」方式處理。
Please photocopy this form if necessary. Once properly completed and received, this document will be treated as CONFIDENTIAL by the HKEAA.