



## International and Professional Examinations Precautionary Measures at Examination Centres (Updated on 20 April 2022)

The HKEAA is implementing a series of contingency and precautionary measures, in consultation with the Centre for Health Protection (CHP), during the examinations 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, perform the COVID-19 rapid antigen test (RAT), complete and sign the 'Candidate's Declaration on Health' (Please refer to page 3) on **EACH examination day**. They should bring their own completed declaration forms to the examination centre. They should also take a photo of their negative RAT result next to their identification document for record purposes and retain the photos throughout the examination period for random check. Those making a false, incomplete or misleading declaration may receive a penalty or even be disqualified from the examination.
2. According to the advice from the CHP, candidates with any symptoms should **not** go to the examination centre and should consult a doctor as soon as possible. Examples of symptoms of COVID-19 include but not limiting to the following:
  - fever (tympanic temperature at or higher than 38°C); or
  - presence of acute respiratory tract infection symptoms such as cough or shortness of breath; or
  - sudden loss of sense of taste or smell.
3. Candidates are required to declare that on the examination day
  - they are not undergoing mandatory quarantine (including StayHomeSafe Scheme and home isolation), or
  - they have obtained a negative test result of the COVID-19 rapid antigen test on the examination day, otherwise they should not go to the examination centre. They should inform the HKEAA (tel: 3628 8787) or the examination board concerned as soon as possible.
4. Candidates are reminded to take their body temperature each day, and bring their surgical mask(s) to the examination centre. (Note: Candidates are not allowed to wear masks or respirators with valves in the examination centres as respiratory droplets can be dispersed through the valve thus exposing other people to the risk of possible infections.) 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

5. 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 on the spot 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. For those candidates whose body temperature is at or higher than the alert level, they may rest a while before having their body temperature re-taken. 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 the prevention of COVID-19 in the examination centres and should avoid talking with others.



- 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**

- During the examination (including speaking examination), candidates are required to put on a surgical mask properly and should not remove it. Invigilators may wear latex gloves during the distribution of question papers, attendance taking and collection of answer scripts. Invigilation personnel may ask candidates to remove their surgical masks temporarily during registration/the taking of attendance in order to verify their identities while maintaining an appropriate social distance.
- 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.
- The ideal seating distance between candidates is at around 1.5 metres (including front, back and sideways). In the speaking examination, candidates' sitting position should be at a distance greater than 1.5 metres from the examiners as well as other candidates in the same group.

#### **During the break (if applicable)**

- Candidates should put on their surgical masks properly 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. Candidates are reminded to wash their hands with liquid handwash regularly and should not talk with others during the break (if applicable); as well as performing hand hygiene before and after eating; and not to share food or drink, or utensils with others. They should go to the open areas (and should avoid going to the crowded areas) designated by the examination centre as far as possible.

#### **After the examination**

- 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.

#### **Other points to note**

- Candidates should space out while queuing up outside toilets to prevent overcrowding.
- Candidates have the duty of keeping the examination centre premises clean, particularly when using the toilets.
- 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.
- Persons who have travelled outside Hong Kong are subject to quarantine requirements according to law. For information regarding quarantine for inbound travellers, please visit the following website: [www.coronavirus.gov.hk/eng/inbound-travel.html](http://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](http://www.coronavirus.gov.hk/pdf/Points%20to%20note%20for%20household%20members.pdf).
- 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:	

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

今天（即考試當日），Today (i.e. the day of examination), a. 我 <u>沒有</u> 冠狀病毒病的病徵：例如發燒（體溫達 38°C 或以上）、急性呼吸道感染徵狀（例如咳嗽、氣促等）或突然喪失味覺或嗅覺等。I <b>do not</b> have any symptom of COVID-19, such as having a fever (body temperature at 38°C or above), symptoms of acute respiratory tract infection (such as a cough or shortness of breath) or sudden loss of sense of taste or smell, etc. b. 我 <u>不需要</u> 接受政府指定的強制檢疫（包括「居安抗疫計劃」及家居隔離）。I <b>am not</b> undergoing mandatory quarantine (including StayHomeSafe Scheme and home isolation). c. 我 <u>不是</u> 在等候冠狀病毒病強制檢測的檢測結果。I <b>am not</b> awaiting test result of the COVID-19 compulsory testing. 或OR 我在考試前仍未取得冠狀病毒病強制檢測的檢測結果，但我和同住家人今天的快速抗原測試結果為陰性。I have not received the test result of the COVID-19 compulsory testing before the examination, but the rapid antigen test results of myself and my household member(s) today were <b>negative</b> . d. 我已經取得於今天進行的冠狀病毒病快速抗原測試的陰性檢測結果。I have obtained a negative test result of the COVID-19 rapid antigen test that performed today. <input type="checkbox"/> 以上皆是 All of the above are true <input type="checkbox"/> 不是(以上最少一項) No (one of the above is untrue)
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\*如考生在上述聲明剔選「不是」，便不應赴考。

Candidates who indicate 'No' in the statements above should NOT go to the examination centre.

收集個人資料聲明 Personal Information Collection Statement
收集資料的目的 Purpose of Collection 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.
接受轉介人的類別 Classes of Transferees 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；否則，所有個人資料會於31天後刪除。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; otherwise, the data will be erased after 31 days.
查閱個人資料 Access to Personal Data 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).

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 HKEAA.