

**Precautionary Measures against Severe Respiratory Disease associated with
a Novel Infectious Agent and Influenza at Examination Centres
The National Association of Teachers of Dancing (NATD), UK
Ballroom & Latin Dance Examinations – May 2021**

The HKEAA is implementing a series of contingency and precautionary measures, based on the recommendation 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. The applicants should pay attention to the following important points before submitting the application forms:

Requirements for examination studio:

- The examination studio should be restricted to the examination personnel, candidates, applicants and authorized staff only;
- The examination studio should arrange at least one staff member to take up the following duties:
 - To measure candidates' temperature before enter the studio;
 - To ensure only one group of candidates is allowed in the waiting area of the studio;
 - To clean the examination room by using 1 in 99 diluted household bleach or disinfect with 70% alcohol between each exam groups.
- The examination studio should provide 70-80% alcoholic hand rub for all candidates;

Candidates should also pay attention to the following important points when taking the examinations:

Before leaving for the Studio

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. According to the advice of the Centre for Health Protection, candidates with the following conditions should not go to the examination studio but consult a doctor promptly:
 - (1) Fever (body 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.
2. Candidates who have travelled to/from the Mainland or countries/districts in which mandatory quarantine is required (Please refer to the Government website: <https://www.coronavirus.gov.hk/eng/inbound-travel.html>) within past 14 days before the day of examination should not go to the examination studio. They have to declare such information on the declaration form. Candidates in quarantine and are unable to attend the scheduled examination should inform the HKEAA (tel: 3628 8787) or the examination board concerned as soon as possible and on/before the day of the examination*.
3. Candidates must bring to the examination studio their own 'Candidate's Declaration on Health' and surgical mask(s). Any false declaration made by candidates will be considered as violation of the examination regulations. Without the declaration form candidates would not be allowed to take any examinations. Mask(s) will not be supplied at the examination studio.

Before the examination

4. Candidates must put on their own surgical masks and sanitize their hands with alcohol sanitizers before entering to the exam studio. Waiting Room Supervisor will check their body temperature and collect the 'Candidate's Declaration on Health'. If candidate who has fever or respiratory symptoms, s/he will be required to go home for rest or consult a doctor promptly. Candidates should strictly follow the instructions of the Waiting Room Supervisor.
5. Candidates will only be admitted to the examination studio after completion of the aforementioned steps. In this regard, it is important to note that candidates must strictly report to the examination studio in accordance with the reporting time as specified in their admission forms to avoid overcrowding in examination studio.

During the warm up

6. Candidates should put on their surgical masks during the warm up. They should go to the open areas which are designated by the examination studio.
7. Candidates have the duty of keeping the examination studio premises clean, particularly when using the toilets.

During the examination

8. During the examination, candidates are not required to put on a surgical mask.

After the examination

9. At the end of the examination, candidates should follow the instructions of the Waiting Room Supervisor to leave the examination studio promptly.
10. The staff of the exam studio should be responsible for cleaning the examination room between each of the examination groups to maintain the hygiene of the examination environment.

Other points to note

11. Always practice hand hygiene after going to toilet, coughing and sneezing by washing hands with soap and water, or disinfect hands with alcoholic hand rub.
12. Please refer to the following websites for detailed information on prevention of Novel Infectious Agent and Influenza:
<https://www.coronavirus.gov.hk/eng/index.html>
<https://www.chp.gov.hk/en/features/14843.html>
13. 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.

*Under no circumstance will the examination fees be returned, transferred or retained for another examination; and if a candidate is absent from the examination because of illness, application for half refund of the examination fees can be made in writing within two weeks from the date of examination upon presentation of original sick leave certificate issued by a registered doctor.

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或正等候 2019 冠狀病毒病強制檢測結果的人士，而我亦沒有在考試日前 14 天內到內地、澳門或台灣或 21 天內到任何海外國家或地區。 I am not undergoing mandatory quarantine or waiting for mandatory COVID-19 test results on the day of examination, and I have not been to the Mainland, Macao or Taiwan within 14 days before the day of the examination, or any overseas countries or areas within 21 days before the day of the 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，在有需要的情況下，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.