

The Hong Kong Chartered Governance Institute

Precautionary Measures at Examination Centres

The Hong Kong Examinations and Assessment Authority is implementing a series of contingency and precautionary measures, based on the recommendations of 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, complete and sign the 'Candidate's Declaration on Health' (Please refer to page 4) on **EACH examination day**. Candidates 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 Department of Health, candidates with any symptoms should **not** go to the examination centre but consult a doctor promptly:

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

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

3. Candidates are required to declare that on the examination day they are **not**
 - (1) undergoing mandatory quarantine or
 - (2) required to undergo compulsory testing through different channels, e.g. Government gazettes compulsory testing notice, LeaveHomeSafe mobile app or
 - (3) awaiting test results of COVID-19 compulsory testing on the day of examination;

otherwise they should not go to the examination centre. They should inform the The Hong Kong Chartered Governance Institute (tel: 2830 6010 or email: exam@hkcg.org.hk) as soon as possible and before the day of the examination. Only candidates with a negative result will be allowed to sit the examination.
4. Candidates are reminded to take their body temperature each day, and bring their completed 'Candidate's Declaration on Health' and surgical mask(s) to the examination centre. **(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. Some masks will 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 sanitiser-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.

6. 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

7. If a candidate is unwell, he/she can summon an invigilator, and will be accompanied to the toilet or other location of the examination centre, such as the medical room (if any) in order to rest. If necessary, the examination centre 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.
8. During the examination, candidates are required to put on a surgical mask properly and should not remove it. Those who refuse to put on their surgical masks without an acceptable reason will be regarded as having breached the examination regulations. Invigilators may wear latex gloves during the distribution of question papers, attendance taking and collection of answer scripts. Invigilators 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.
9. 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.
10. The seating distance between candidates should be standardised at around 1.5 metres (approximately 1.1 metres between desk edges).

After the examination

11. 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)

12. 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.
13. Candidates should space out while queuing up outside toilets to prevent overcrowding.
14. Candidates have the duty of keeping the examination centre premises clean, particularly when using the toilets.

Other points to note

15. 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.
16. According to the advice of the CHP, if any candidate or invigilation personnel who has been in the examination centre and is subsequently confirmed as having COVID-19, the CHP will conduct epidemiological investigations and conduct tracing to identify any close or other contacts.
17. 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. 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.
18. 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>
19. 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.

香港公司治理公會/香港考試及評核局

The Hong Kong Chartered Governance Institute/Hong Kong Examinations and Assessment Authority

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根據香港公司治理公會的紀律處分程序受到懲處，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 according to the disciplinary proceeding of The Hong Kong Chartered Governance Institute.

考生資料 Candidate Information	
姓名 Name:	考試時間 Exam time:
考試日期 Date of exam:	試場編號 Centre code:
聯絡電話 Contact number:	考生編號 Candidate 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) 我有冠狀病毒病的病徵：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 have symptoms 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.	<input type="checkbox"/> <input type="checkbox"/>
(b) 今天（即考試當日），我 (1) 正接受政府的強制檢疫或 (2) 已經從不同渠道收到政府發出強制檢測的要求，例如政府就強制檢測公告刊憲、「安心出行」流動應用程式或 (3) 仍在等候冠狀病毒病強制檢測結果。 Today, i.e. the day of examination, I am (1) undergoing mandatory quarantine or (2) required to undergo compulsory testing through different channels, e.g. Government gazettes compulsory testing notice, LeaveHomeSafe mobile app or (3) still awaiting test results of COVID-19 compulsory testing	<input type="checkbox"/> <input type="checkbox"/>

*如考生在上述任何聲明剔選「是」，便不應赴考。

Candidates who indicate 'Yes' in any of the statements 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. 你向香港公司治理公會和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 Chartered Governance Institute and 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》所允許的情况下，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.