

Dear Candidates of PEAK Examination Centre,

**Precautionary Measures for Prevention of COVID-19**

You are reminded to be vigilant against COVID-19 and to closely observe the following measures:

1. You are required to wear a surgical mask when attending examination at PEAK and should check your temperature before leaving home and going to examination venue. If you have a fever, cough, diarrhoea, vomiting or other flu-like symptoms, please seek medical advice immediately and **DO NOT** attend examination.
2. If you belong to the type of persons who are required to undergo the compulsory COVID-19 testing or subject to Quarantine / Isolation Order in accordance to the Prevention and Control of Disease Ordinance announced by the Government of the HKSAR, please **DO NOT** attend examination **ANY TIME** during the **WHOLE** compulsory testing / quarantine / isolation period, and notify the PEAK Examination Centre (“Exam Centre”) immediately.
3. For candidates who are absent from examination due to illness, in particular if you are confirmed to have contracted COVID-19, please notify the Exam Centre promptly.
4. Candidates are also advised to maintain good personal hygiene by adopting the following measures:
  - Wear a surgical mask when taking public transport and in crowded places. It is important to wear a mask properly, including to perform hand hygiene before wearing and after removing a mask. Used masks should be properly wrapped and disposed in a lidded rubbish bin;
  - Avoid touching your eyes, mouth and nose;
  - Keep hands clean at all times. Perform hand hygiene frequently, especially before touching the mouth, nose or eyes; before eating; after using the toilet; after touching public installations such as handrails or door knobs; or when hands are contaminated by respiratory secretions after coughing or sneezing;
  - Wash hands with liquid soap and water, and rub for at least 20 seconds, then rinse with water and dry with a disposable paper towel. If hand washing facilities are not available, or when hands are not visibly soiled, performing hand hygiene with 70 to 80% alcohol-based handrub is an effective alternative;
  - Cover your mouth and nose with tissue paper when sneezing or coughing. Do not spit or litter. Use tissue paper to hold your spit. Dispose of soiled tissues into a lidded rubbish bin and wash hands thoroughly;
  - After using the toilet, put the toilet lid down before flushing to avoid spreading germs; and
  - When having respiratory symptoms, wear a surgical mask, refrain from work or attending class or examination, avoid going to crowded places and seek medical advice promptly.

We have implemented a series of precautionary measures against COVID-19 at PEAK, e.g. all staff members are required to have a body temperature check before reporting duties, cleaning and disinfection work at PEAK have been strengthened, and hand sanitizers are provided outside examination venues. All candidates are required to have a body temperature check at the entrance of the VTC Tower, submit a Health Declaration Form to the Exam Centre before entering the examination venue, wear a self-provided surgical mask on campus / inside the examination venue, and maintain good personal hygiene. Please strictly follow our Supplementary Guidelines on Prevention of COVID-19 (**Appendix I**) and submit a completed Health Declaration Form (**Appendix II**) to the Exam Centre before attending examination.

We will keep track of the latest development on the spread of the disease. In case there is a need for any special arrangements, announcement will be made through the Exam Centre’s website ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)).

Should you have any enquiry, please contact the Exam Centre at 2919 1467.

**PEAK Examination Centre**  
**Supplementary Guidelines on Prevention of COVID-19**  
**(This set of guidelines supplements the prevailing Examination Regulations governing the examinations in PEAK Examination Centre)**

Candidates are required to follow the guidelines below:

1. Candidates are required to submit a completed Health Declaration Form (**Appendix II**) to the invigilators at the entrance of the examination venue, indicating that they are not feeling unwell and do not belong to the type of persons who are required to undergo compulsory testing or subject to Quarantine / Isolation Order under the Prevention and Control of Disease Ordinance (Cap. 599). **Any false declaration made by candidates will be considered as violation of the examination regulations and will lead to disqualification.**
2. Candidates are required to measure their body temperature at home before attending the examination, put on a **SELF-PROVIDED** surgical mask on campus / inside the examination venue and perform hand hygiene with alcohol sanitizer before entering the examination venue. **Candidates not wearing a surgical mask properly will not be allowed to take the examination and examination fees paid will not be refunded.** Candidates are required to wear a surgical mask throughout the examination, but will be required to take off their masks during the checking of attendance in order to verify their identities.
3. Candidates are required to comply with the measures below to gain access to VTC Tower:
  - (a) scan the venue QR code using the “LeaveHomeSafe” mobile application (excluded for exempted person); and
  - (b) comply with the requirements of the “Vaccine Pass” of VTC Tower by presenting Blue Code of “Vaccine Pass”\* (candidates under the category of Amber Code of “Vaccine Pass” should present their Admission Form).  
 \*Candidates under the category of Blue Code of “Vaccine Pass” who are medically unfit for vaccination should also present their negative Rapid Antigen Test (RAT) results undergone on the day of visiting VTC Tower; or negative Polymerase Chain Reaction-based nucleic acid test results undergone within 3 days before the day of visiting VTC Tower.  
 Otherwise, candidates will not be allowed to enter VTC Tower. **Candidates who take the examinations at other examination venues should comply with the requirements of the “Vaccine Pass” for individual examination venues.** Candidates refusing to follow the measures of VTC Tower or individual examination venues will be considered as having violated the examination regulations and will be disqualified from the examination, and any fees paid will not be refundable or transferrable.
4. Candidates who have a fever, cough, diarrhoea, vomiting or other flu-like symptoms, should seek medical advice immediately and **NOT** attend the examination. Candidates who could not attend the examinations should inform the PEAK Examination Centre (“Exam Centre”) (Email: [cpdc@vtc.edu.hk](mailto:cpdc@vtc.edu.hk), Tel: 2919 1467) as soon as possible on the day of the examination.
5. Candidates should **NOT** attend the examinations **ANY TIME** during the **WHOLE** compulsory testing period (i.e. the period between the issuance of the relevant compulsory testing notice and confirmation of negative test result of the last required compulsory test) / quarantine period / isolation period if they are required to undergo compulsory COVID-19 testing(s) or subject to Quarantine / Isolation Order in accordance to the Prevention and Control of Disease Ordinance announced by the Government of the HKSAR.
6. Candidates who cannot attend an examination due to (4) or (5) above should submit a medical certificate or related supporting documents to the Exam Centre as soon as possible.
7. The invigilators may take the body temperature of candidates at the entrance of the examination venue. A candidate whose body temperature exceeds 37.5°C will be required to leave the examination venue immediately and to seek medical consultation.

8. Additional measures for infection control may be implemented at the examination venues. Candidates are strongly advised to arrive early at the examination venue before the start of the examination and allow enough time for such measures. **Candidates will not be allowed extra examination time due to such measures.**
9. **Candidates refusing to cooperate and follow the above measures will be considered as having violated the examination regulations and will be disqualified from the examination, and any fees paid will not be refundable or transferrable.**

Candidates should check the website of the Exam Centre ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)) before the examination for any updated information / arrangements in this regard. Please visit the website of Centre for Health Protection for more updated information about the disease and relevant preventive measures ([www.chp.gov.hk](http://www.chp.gov.hk)).

(Updated as at 22 August 2022)

**PEAK Examination Centre 高峰進修學院考試中心**  
**Health Declaration Form 健康申報表**

(submit the completed Health Declaration Form to the invigilator at the entrance of the examination venue  
 在試場入口處呈交已填好的健康申報表予監考人員)

I declare that all information given below is true and correct to the best of my knowledge. I understand that I shall be considered as violation of the examination regulations and subject to disqualification for giving false, incomplete or misleading information. 本人聲明以下所有申報的資料均屬實，並明白提供虛假、不完整或誤導訊息將被視為違反考試規則並會被取消考試資格。

Candidate Information 考生資料	
Name 姓名	Mobile Number 手提電話
Examination Name 考試名稱	Seat Number 座號

<p>1. I currently subject to Quarantine / Isolation Order under the Prevention and Control of Disease Ordinance (Cap. 599).          根據《預防及控制疾病條例》(第 599 章)，我目前屬於需要受制於檢疫／隔離令的人士。</p> <p><i>Note: Candidates currently subject to Quarantine/Isolation Order should refrain from attending examination.</i>          註：如考生目前屬於這類人士，不應參加考試。</p>	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
<p>2. I am required to undergo COVID-19 testing pursuant to a compulsory testing notice by the Government.          我須按政府發出的強制檢測公告接受 COVID-19 檢測。</p> <p><i>Note: Candidates waiting for compulsory test(s) or its result as stated above should refrain from attending examination during the <b>whole</b> compulsory testing period (i.e. the period between the issuance of the relevant compulsory testing notice and confirmation of negative test result of the last required compulsory test).</i>          註：如考生正等候強制檢測或其結果，在<b>整個</b>強制檢測期間(即有關強制檢測公告發出至最後一次強制檢測結果確定為陰性期間)，不應參加考試。</p>	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
<p>3. I have fever, cough, diarrhoea, vomiting or other flu-like symptoms.          我有發燒、咳嗽、腹瀉、嘔吐或其他流感症狀。</p> <p><i>Note: Candidates who have any of the mentioned symptom(s) should refrain from attending examination and seek medical advice promptly.</i>          註：出現任何上述症狀的考生不應參加考試，須及時就醫。</p>	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
<p>4. I confirm to check my temperature before leaving home and going to examination venue every time.          我確認每次在離家前檢查體溫，才前往考試場地。</p>	<input type="checkbox"/> Confirm 確認	

\* Candidates who indicate "Yes" in any of the statements above should refrain from attending examination.  
 如考生在上述任何聲明別選「是」，便不應參加考試。

Personal Information Collection Statement 收集個人資料聲明
<p>The personal data provided in this form will be treated as confidential and used for the sole purpose of health declaration at taking the examination. Information collected will normally be destroyed 2 months after the date of the examination concerned.          填寫人在本文件內所提供的個人資料，將予絕對保密，並只用於應考時的健康申報。在一般情況下，資料將於考試結束兩個月後銷毀。</p>

Signature 簽署 \_\_\_\_\_

Date 日期 \_\_\_\_\_