

Dear Candidates,

Precautionary Measures on the Prevention of COVID-19

You are reminded to be vigilant against the disease and to closely observe the following measures:

1. You should always 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 currently waiting for the compulsory COVID-19 testing result or subject to quarantine/isolation in accordance to the prevailing Rules and Regulations announced by the Government of the HKSAR, please **DO NOT** attend examination, 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 Inform the Exam Centre during office hours.
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 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 (<http://www.vtc.edu.hk/cpdc>).

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

PEAK Examination Centre

* Detailed information and preventive measures on the COVID-19 are available at the CHP Website (www.chp.gov.hk).

PEAK Examination Centre
**Supplementary Guidelines to Instructions to Candidates of
the Qualifying Examinations of the Estate Agents Authority regarding
Precautions Against COVID-19**

Candidates attending the qualifying examinations of the Estate Agents Authority are required to take note of and 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 currently waiting for compulsory testing result or subject to quarantine or isolation 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 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 (“the Exam Centre”) (Email: cpdc@vtc.edu.hk, Tel: 2919 1467) as soon as possible on the day of the examination.
4. Candidates are being quarantined in a quarantine centre should inform the Exam Centre as soon as possible.
5. Candidates should **NOT** attend the examinations if they are required to wait for the compulsory COVID-19 testing result or subject to quarantine/isolation in accordance to prevailing Rules and Regulations announced by the Government of the HKSAR.
6. Candidates who cannot attend an examination due to (3) or (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.**

Candidates should check the website of the Exam Centre (www.vtc.edu.hk/cpdc) and the Estate Agents Authority (www.eaa.org.hk) for any updated information / arrangements in this regard.

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

Candidates are required to complete and submit Health Declaration Form to the invigilator at the entrance of the examination venue.

考生必須在試場入口處呈交已填好的健康申報表予監考人員。

Name 姓名	Seat Number 座位編號	Mobile Number 手提電話
Examination Name 考試名稱		

1. Do you currently belong to the type of persons who require quarantine or isolation under the Prevention and Control of Disease Ordinance (Cap. 599)?

根據《預防及控制疾病條例》(第 599 章)，你目前是否屬於需要被檢疫或隔離的人士？

Yes 是 No 否

Notes: Depending on the latest advice from the Centre for Health Protection, the type of persons includes persons:

- i. arriving in Hong Kong who have been to any overseas countries/territories or Mainland in the past 14 days; or
- ii. in close contacts of those infected or infected with Coronavirus Disease (COVID-19), etc.

Candidates currently belong to this type of persons should refrain from attending examination.

註解：視乎衛生防護中心的最新建議，這類人士包括：

- i. 曾於抵港前 14 天到過任何海外國家／屬地或內地；或
- ii. 任何是冠狀病毒疾病 (COVID-19) 的緊密接觸或感染者。

如考生目前屬於這類人士，不應參加考試。

2. You are required to undergo / have undergone COVID-19 testing pursuant to a compulsory testing notice by the Government and the result is not yet ascertained.

你需／曾經按政府發出的強制檢測公告或指示接受 COVID-19 檢測而檢測結果有待確定。

Yes 是 No 否

Notes: Candidates currently waiting for compulsory test result as stated above should refrain from attending examination.

註解：如考生目前正等候強制檢測結果，不應參加考試。

3. Do you have fever, cough, diarrhoea, vomiting or other flu-like symptoms?

你是否有發燒、咳嗽、腹瀉、嘔吐或其他流感症狀？

Yes 是 No 否

Notes: Candidates who have any of the mentioned symptom(s) should refrain from attending examination, seek medical advice promptly and inform the Examination Centre.

注意：出現任何上述症狀的考生不應參加考試，須及時就醫和通知考試中心。

4. I will abide by the following requirements: 我會遵從以下事項：

I confirm 我同意

Candidates should check their temperatures before leaving home and going to examination venue every time. Those with fever (oral temperature higher than 37.5°C or ear temperature higher than 38°C; other temperature measurement methods, please refer to the device instruction manuals for reference temperatures) should refrain from attending examination.

考生應每次在離家前檢查體溫，才前往考試場地。發燒者（口探高於攝氏 37.5°C 或耳探高於攝氏 38°C；其他溫度測量方法，請參閱儀器操作手冊內的參考溫度），不應出席考試。

Personal Information Collection Statement 收集個人資料聲明

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, and will be transferred to the venue provider(s) for record of visits. 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，及轉移予場地供應者作出行記錄。

Information collected will normally be destroyed 2 months after the date of the examination concerned. 在一般情況下，資料將於考試結束兩個月後銷毀。

Signature 簽署 _____

Date 日期 _____