

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 to prevent its spread:

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 in accordance to the prevailing Rules and Regulations announced by the Government of the HKSAR, please **DO NOT** attend examination during the **WHOLE** compulsory quarantine/testing period, and notify the Examination 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 Examination 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 Examination 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 Examination 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 Examination Centre's website (<http://www.vtc.edu.hk/cpdc>).

Should you have any enquiry, please contact the Examination 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 or isolation under the Prevention and Control of Disease Ordinance (Cap. 599). **Any false declaration made by the 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 examinations but will be required to take off their masks during the checking of attendance in order to verify their identities.
3. Subject to the measures with respect to virus prevention promulgated by the Government from time to time, candidates must, in addition to scanning the venue QR code by LeaveHomeSafe mobile app before entering the examination venue (if applicable), comply with the requirements of the “vaccine bubble”, which may require candidates to be vaccinated against COVID-19 and show their relevant vaccination records before they are allowed to enter the designated examination venue(s) covered by the “vaccine bubble”. Otherwise, **candidates will not be allowed to take the examination and examination fees paid will not be refundable or transferable.**
4. Candidates who have a fever, cough, diarrhoea, vomiting or other flu-like symptoms, should seek medical advice immediately and **NOT** attend examination. Candidates who could not attend the examinations should inform the Examination Centre (Email: cpdc@vtc.edu.hk, Tel: 2919 1467) as soon as possible on the day of the examination.
5. Candidates being quarantined in a quarantine centre should inform the Examination Centre as soon as possible.
6. 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 (as the case may be) if they are required to undergo compulsory COVID-19 testing(s) or subject to quarantine/isolation in accordance to prevailing Rules and Regulations announced by the Government of the HKSAR.
7. Candidates who cannot attend examination owing to (4) or (5) or (6) above should submit a medical certificate or related supporting documents to the Examination Centre as soon as possible. The Examination Centre will inform the candidates concerned on the examination arrangement as soon as possible.
8. The invigilators may take the body temperature of candidates at the entrance of the examination venue. A candidate whose body temperature exceeds 37.5⁰C will be required to leave the examination venue immediately and to seek medical consultation.

9. 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. Candidates who arrive at the examination venue more than the specified late time for whatever reason will not be allowed to take the examination and examination fees paid will not be refunded.**
10. **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 .**
11. In cases examinations are suspended due to the situation of the coronavirus, follow up arrangements will be announced at the Examination Centre's website.

Candidates should check the website of the Examination Centre (<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 information about the disease and relevant preventive measures (<http://www.chp.gov.hk>).

(Updated as at 18 January 2022)

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	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. being 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 and inform the Examination Centre.

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 2019 冠狀病毒疾病 (COVID-19) 的緊密接觸或感染者等。

如考生目前屬於這類人士，不應參加考試，並須通知考試中心。

2. You are required to undergo COVID-19 testing pursuant to a compulsory testing notice by the Government. 你須按政府發出的強制檢測公告接受 COVID-19 檢測。

Yes 是 No 否

*Notes: Candidates waiting for compulsory test(s) or its result as stated above should refrain from attending examination 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).*

註：如考生正等候強制檢測或其結果，在**整個**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。

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：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，請參閱於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. 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。

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 _____