



Precautionary and Handling Measures for On-campus Face-to-Face Examination

Having assessed the COVID-19 situation in Hong Kong and to minimise cross-infection as well as to protect the health of our students, staff and invigilators during the examination period, the following precautionary measures are recommended for on-campus examinations:

Points to note when holding/attending examinations

- Any student or staff member who is under compulsory quarantine should not enter the campus;
- Individuals who have fever, respiratory symptoms or sudden loss of taste or smell should not enter the campus to attend the examination and should seek immediate medical assistance; and
- Individual student who cannot sit for an examination owing to mitigating reasons and wish to apply for a make-up examination, s/he must submit an [application](#) together with supporting documents to the Registry within 3 working days after the examination that s/he missed to attend (examination day inclusive).

Physical venue set-up

- CDMO will carry out comprehensive disinfection cleaning to cover common areas and every desk before the examination takes place;
- CDMO will clean all air-conditioning equipment including filters and arrange replacement as necessary;
- CDMO will increase the volume of fresh air supply in all air-conditioning and ventilation systems in order to raise the air changings; and
- CDMO will provide face shield and gloves for the protection of invigilators and staff in need.

Before the examination

- Students should wear a surgical mask before coming to the examination venue*;
- Students are required to have their body temperature measured upon arrival at any of the University's entrances;
- Students have to perform hand hygiene before entering the venue. Hand sanitisers and used masks collection bins are available at all security counters and entrance of examination venues;
- Seats are arranged so that the distance between students is kept at least 1.5m as far as practicable, otherwise individual dividers are installed between desks;



- Individuals attending the examination are encouraged to undergo virus tests prior to the examination; and
- Students showing COVID-19 symptoms after arriving campus — including cough, fever and shortness of breath — should notify the invigilator who will inform CDMO Safety Officer – Jason Ho (tel.: 3963-5227) immediately for follow-up.

During the examination

- Students and staff should have mask on during the whole examination;
- Masks should be worn in oral examinations; and
- In case any staff/invigilator or student has been identified as a close contact, preliminarily tested positive or a confirmed case of COVID-19, the examination will be suspended immediately and please stay alert to subsequent announcements from the University in due course.

During the break / After the examination

- Students should continue to wear masks and avoid mask-off activities during breaks;
- Students will be arranged to leave in batches to avoid over-crowding in toilets, exits of halls or classrooms;
- Students should maintain social distancing all the times; and
- The examination venue will be thoroughly cleaned / disinfected after each session.

Identification of a COVID case

In the unfortunate event any member of the HSUHK community has been identified as a close contact, preliminarily tested positive or a confirmed case of COVID-19, the University has established policy and procedures in handling such cases.

As CHP notification goes to the individual (staff/students), the University will only be made aware when the individual reports the case. Upon notification, and having ascertained the individual's trail on campus, and upon receiving advice from the CHP, appropriate University announcement is to be made to alert the campus community of (1) the affected areas that require closure (if any), and (2) any group of individuals that will be required by the CHP to undergo quarantine/testing. Activities at the affected areas will be suspended for a period advised by the CHP. If the activities involve exams, make-up/alternative



arrangements should be considered. Immediate cleaning/disinfection of affected areas will be arranged.

Sources: Health Advice to Schools for the Prevention of Coronavirus disease (COVID-19) issued by the Centre for Health Protection (last reviewed: 11 February, 2021) and 2021 HKDSE Contingency and Precautionary Measures at Examination Centres issued by the Hong Kong Examination and Assessment Authority (last reviewed: 22 January, 2021)

**Limited quantities of surgical masks will be made available at the entrance of exam venues*

Precautionary and handling measures for on-campus face-to-face examination under different scenarios are presented in the following table:

Scenario	Points to note	Actions / Measures to be taken
On the way to the examination venue	<ul style="list-style-type: none">• an individual under compulsory quarantine should not enter the campus;• an individual who has fever, respiratory symptoms or sudden loss of taste or smell should not enter the campus to attend the examination and should seek immediate medical assistance; and• individual student who cannot sit for an examination owing to mitigating reasons and wish to apply for a make-up examination, s/he must submit an application together	<ul style="list-style-type: none">• CDMO will carry out comprehensive disinfection cleaning to cover common areas and every desk before the examination takes place;• CDMO will clean all air-conditioning equipment including filters and arrange replacement as necessary;• CDMO will increase the volume of fresh air supply in all air-conditioning and ventilation systems in order to raise the air changings; and• CDMO will provide face shield and gloves as protective measures for invigilators and staff in need.



	with supporting documents to the Registry <u>within 3 working days after the examination that s/he missed</u> to attend (examination day inclusive).	
Before the examination	<ul style="list-style-type: none">• wear a surgical mask before coming to the examination venue;• have body temperature measured upon arrival at any of the University's entrances;• perform hand hygiene before entering the venue;• encouraged to undergo virus tests prior to the examination; and• students showing COVID-19 symptoms — including cough, fever and shortness of breath — should notify the invigilator who will inform CDMO Safety Officer – Jason Ho (tel.: 3963-5227) immediately for follow-up.	<ul style="list-style-type: none">• hand sanitisers and used masks collection bins are available at all security counters and entrance of examination venues; and• seats are arranged so that the distance between students is kept at least 1.5m as far as practicable, otherwise individual dividers are installed between desks.
During the examination	<ul style="list-style-type: none">• should have mask on during the whole examination; and• masks should be worn in oral examinations.	<ul style="list-style-type: none">• In case any staff/invigilator or student has been identified as a close contact, preliminarily tested positive or a



		confirmed case of COVID-19, the examination will be suspended immediately and please stay alert to subsequent announcements from the University in due course.
During the break / after the examination	<ul style="list-style-type: none">• should continue to wear masks and avoid mask-off activities during breaks;• students will be arranged to leave in batches to avoid over-crowding in toilets, exits of halls or classrooms; and• should maintain social distancing all the times.	<ul style="list-style-type: none">• The examination venue will be thoroughly cleaned / disinfected after each session.
After leaving the examination venue	<ul style="list-style-type: none">• students showing COVID-19 symptoms — including cough, fever and shortness of breath — should notify CDMO Safety Officer – Jason Ho (tel.: 3963-5227) immediately for follow-up.	<ul style="list-style-type: none">• The examination venue will be thoroughly cleaned / disinfected.