

Common Recruitment Examination and Basic Law Test in October 2020

Contingency and Precautionary Measures at Examination Centres

Guidelines for Candidates

The Civil Service Examinations Unit (CSEU) is implementing a series of contingency and precautionary measures during the Common Recruitment Examination and Basic Law Test to be held in October 2020 to ensure the health and well-being of candidates, invigilators and examination personnel. 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 Form on Health' before leaving for the centre on the examination day. The declaration form has been sent to candidates together with the notification e-mail. **Candidates making false, incomplete or misleading declaration may receive penalty or even be disqualified from the Examination.**
2. Candidates with the following conditions **must not** go to the examination centre but consult a doctor promptly:
 - (i) Fever (body temperature at or higher than 38°C), regardless of the presence of acute respiratory tract infection symptoms such as cough or shortness of breath;
 - (ii) No fever but with the presence of acute respiratory tract infection symptoms.
3. Candidates are required to declare that they are not undergoing mandatory quarantine on the day of examination; otherwise they **must not** go to the examination centre. Candidates who have household members under compulsory quarantine (while themselves are not) are allowed to attend the examination provided they follow the health advice from the Centre for Health Protection, e.g. wearing a surgical mask at home, maintaining a physical distance of at least one metre with the household members concerned, and monitoring their own health condition.
4. Candidates are reminded to take their body temperature, and bring their completed 'Candidate's Declaration Form on Health' and surgical mask(s) to the examination centre. Candidates should bring additional surgical mask(s) for spare use. **(Note : Candidates are not allowed to wear masks or respirators with valves in examination centres as respiratory droplets can be dispersed through the valve thus exposing other people to the risk of possible infections.)**
5. Please arrive at the examination centre at the time specified in the notification e-mail. Candidates who have completed the procedures of body temperature taking and health declaration will be allowed to enter the examination centres.

Before the examination

6. Body temperature screening will be set up at the entrance of the examination centres. Before entering the examination centre, candidates must (i) put on their own surgical mask properly (with the nose, mouth and chin fully covered) ; (ii) rub their hands thoroughly by using alcohol sanitizer-gel of their own or placed in front of the entrance; (iii) disinfect their shoe soles by stepping on the floor mats sprayed with bleach at the entrance of the examination centres, if provided; and (iv) let invigilators check on the spot whether they have completed and signed the 'Candidate's Declaration Form on Health', and they will take the body temperature of candidates with a forehead thermometer. If necessary, candidates may rest a while before re-taking their body temperature. 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 invigilators.**

7. Candidate who pass the body temperature screening and health declaration check mentioned in paragraph 6 above will receive a sticker. He/she must put the sticker on an eye-catching position of his/her clothes. Candidate with the sticker shown will be exempted from the relevant body temperature screening and health checking procedures when attending the next examination paper. Otherwise, he/she must re-take his/her body temperature and present the completed and signed 'Candidate's Declaration Form on Health' before re-entering the examination centre. Invigilators will collect the completed declaration form when they verify the identity of the candidates.
8. Candidates should raise their awareness of epidemic prevention in the examination centres and should avoid talking with others.

During the examination

9. The CSEU has adopted spatial separation of seating arrangement in the examination centres in accordance with the advice from the Centre for Health Protection. The CSEU will optimise the use of space of the examination centres and/or reduce the number of seats in a bid to space out candidates as far as practicable.
10. Candidates are required to put on a surgical mask properly and should not remove it during the examination. Those who refuse to put on their surgical mask will be regarded as having breached the examination rules mentioned in the 'Guidance Notes for Candidates of Common Recruitment Examination and Basic Law Test in October 2020'. Invigilators may ask candidates to remove their surgical mask temporarily during the taking of attendance in order to verify their identities.
11. Candidates with serious sneezing/persistent coughing may be arranged by the Presiding Invigilator to sit at the reserved seats of the examination centre in order to minimise disturbance to other candidates.

During the sessional break

12. Candidates should put on their surgical mask properly, wash their hands with liquid handwash regularly and should not talk with others during the sessional break. They should go to the open areas (and should avoid going to the crowded areas) in the examination centre as far as possible.
13. Candidates have the duty of keeping the examination centre clean, particularly when using the toilets.

Candidates fall sick during the examination (fever / vomit)

14. If a candidate is unwell, he/she can summon an invigilator, and he/she will be accompanied to the toilet or other suitable location of the centre for rest. The invigilator may request to re-take the body temperature of the candidate. If the candidate is found to have fever (body temperature at or higher than 38°C), the invigilators will ask the candidate to go home and consult a doctor as soon as possible.

After the examination

15. At the end of the examination, candidates should follow the instructions of the Presiding Invigilator in leaving the examination centre in batches, so as not to crowd the exits.

Civil Service Examinations Unit
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