Contingency and Precautionary Measures for On-campus Examinations in Summer Term 2021

City University is implementing a series of contingency and precautionary measures, based on the recommendations of the Centre for Health Protection (CHP) during examinations taken on campus to ensure the well-being of students, administrative personnel and all involved in the administration of the examinations. Students should pay attention to the following important points when taking the examinations:

**Before leaving for CityU campus**

1. Students must **check** their body temperature **on each** examination day.

2. If your body temperature on the day of examination is at or higher than 37.5°C or you develop fever or acute respiratory tract infection symptoms (such as coughing, shortness of breath, sore throat, etc.), or sudden loss of sense of taste or smell, consult a doctor at once and please **do not** come to CityU.

3. Students should **not go** to the examination venue if they are undergoing mandatory quarantine or awaiting test results of COVID-19 compulsory testing on the day of the examination. Only students with a negative result will be allowed to sit the examination.

4. In case you are not able to attend an examination, you may submit an online mitigation request with supporting documents via AIMS and your request will be put forward to the Departmental Assessment Panel for consideration.

5. Students must bring their own surgical mask(s) to the examination venue.

**Before the examination**

6. Please arrive at the examination venue 15 minutes before the scheduled time of all examinations so that any COVID-19 precaution measures can be completed in good time before the examination starts.

7. Before entering the examination venue, students must put on their own surgical masks properly (with the nose mouth and chin fully covered) and rub their hands using the alcohol sanitizer-gel placed at the entrance of the examination venue.
8. Administrative personnel may take the body temperature of each student on spot using a forehead thermometer to ensure his/her body temperature is below 37.5°C. Candidates who have fever will be required to leave the examination venue and consult a doctor promptly. The above procedure will be strictly enforced by the administrative personnel.

For Taking Online Examinations in Lecture Theatres or Classrooms (only applicable to students approved by the Course Leaders to take online examinations)

9. Students must bring their own computers with power cords/chargers for connecting to the power source in the assigned examination venues. No computers/computer accessories will be provided in the venues. It is the students’ responsibility to ensure that all computers used in the examination are fully charged or properly connected to the power source to avoid running out of battery. Power socket will be available to each individual seat in the assigned examination venues on campus.

10. Please arrive at the examination venue 30 minutes before the scheduled time of all examinations so that any COVID-19 precaution measures and setting of students’ own computers can be completed in good time before the examination starts.

During the examination

11. According to the advice from the CHP, spatial separation of seating arrangement will be adopted. Students will be spaced out in the examination venue as far as practicable. There might be some slight variation in the distance between students which depends on the physical setting of the examination venues.

12. Students are required to wear a surgical mask at all times and observe good personal hygiene (e.g. bring along alcohol hand sanitizer-gel to use whenever necessary) during the examination.

After the examination

13. At the end of the examination, students should leave the examination venue separately and avoid gathering together.

14. The examination venues will be cleaned and disinfected before the next examination day.