Precautionary measures at ACCA exam centres in China

ACCA 一直紧密关注新型冠状病毒肺炎疫情的在北京的发展及各级主管部门的指导政策，并动态配合由各考试中心（考试场地承接方）所提供的各属地主管部门的疫情防控指引开展 ACCA 考试组织工作，如提供参考人员名单报批等一系列常态化疫情防控工作。

ACCA pays close attention to the development of Covid-19 situation in China and relative directives from local authorities. ACCA has been liaising with each test venue and responding swiftly to comply with the fast-changing requirements provided by test centres which are cascaded from local authorities, such as submitting candidates' personal information to local authorities for filing purposes etc.

与此同时，因应各地新冠状病毒肺炎疫情发展，ACCA 将对组织考试的条件进行动态地审慎评估，及时调整各项措施，并尽快为考生提供最新的政策指引及相关信息。提前感谢您一直以来的理解与配合。

In the meantime, in light of the development of Covid-19 in China, ACCA constantly and carefully review our arrangement of July exam session at different locations, and make adjustments where necessary. If there is any change of requirement affecting our candidates, we will share with you as early as possible. Thank you in advance for your understanding and cooperation!

确保考生和考务人员的生命健康安全是我们的首要关注。为了给 ACCA 考生创造一个安全的考试环境，我们为应对新冠病毒疫情防控而增加的一系列严谨措施。在此，我们列举其中一部分举措（如下），以帮助考生更多地了解考试日的疫情防控细节：

It is our primary concern to ensure the health and safety of our candidates and test day staff. As our response to the Covid-19 situation, we introduce a comprehensive set of precautious measures to create a safe test environment for ACCA test takers. Herein, we are sharing with you the details of some of test day measures, as to help you gain more understand of your test day experience.

- **加强考试场地的通风换气，增加考试场地的清洗消毒频次**
  Increasing the frequency of ventilation and sanitizing of test venues
    o 空调、通风排气设备和空气净化器的过滤装置需要在每次考试开始前一天彻底清洁和消毒，严格参考国务院应对新冠肺炎疫情联防联控机制综合组2020年5月21日发布的《夏季空调运行管理与使用指引（修订版）》的具体措施。

      Filter devices of air-conditioners, ventilation equipment, and air purifiers should be thoroughly cleaned and sanitized one day prior to each test day by strictly following the *Guidelines for Using Air-conditioners in Summer (Revised Version)* published by the Central Leading Group for

COVID-19 Prevention and Control and the Joint Prevention and Control Mechanism of the State Council.

- 每日定时开窗通风，或通过新风系统过滤室内空气，保持考试区域空气流通

  Windows in the test area will be opened or the central air ventilation system will be turned on regularly to filter and circulate air in the test area.

- 在考场所在楼宇常规清洁的基础上，在考试前以及考试结束后，将对考试场地进行全面彻底清洁杀毒的工作，尤其是所有高频次接触的物品表面，包括但不限于，桌面、桌布、椅子、电脑键盘、鼠标、门把手、洗手间内的物品、马桶、便池、电梯间里的按钮等。所有清洁记录保留在案。

- On top the of the regular cleaning of test buildings, before and after each test session, thorough cleaning and sanitization will be carried out in the test venue, esp. for all surfaces of those objects that would be constantly touched upon, including but not limited to: desktop, tablecloth, chair, keyboard, mouse, doorknob, all items inside the lavatory, flush toilet, urinal, buttons inside the lift, etc. Records of cleaning and sanitizing will be kept on files

- **保证考生的安全社交距离**

- **Keeping social distancing among candidates**
  - 考生在整个入场及离场过程中都要求保持一米安全社交距离，排队过程须依据现场一米间距地标，并在工作人员指引下分批有序入场

    Candidates are required to keep one metre of social distancing when entering or leaving the test venue. Candidates should queue up according to the one metre spacing signage on the floor and enter the building batch by batch following the guidance from staff on site.

  - 考试结束后，按照考生座位以排为单位，进行分批散场，考点工作人员协助维持考生领取个人物品及离场的秩序

    At the end of the test, candidates should be dismissed row by row according to the seating plan. Staff on site will assist candidates in retrieving personal belongings and leaving the test venue.

  - 在考试区域内，加大考生间距（至少 1.5 米）

    In the test area, the spacing among candidates will be increased (at least 1.5 metres).

- 设置体温检测点以及复检处，并准备数量充足的防疫用品，
  Setting up areas for temperature check and recheck, and preparing sufficient personal protective equipment at test venue
  - 测温工具使用无接触式测温计

Non-Contact thermometer will be used for temperature check.

- 测量体温时，工作人员佩戴一次性医用口罩、手套、护目镜等防护用品
  Venue staff will wear disposable medical mask, gloves, and goggles to conduct temperature check

- 设有临时隔离区作为复检点，以供初次检测体温异常的考生暂时与外界隔离
  A temporary quarantine area will be set up to accommodate candidates with irregular temperature in the first round of temperature check

- 加强对工作人员的健康管理
  Enhancing the management of venue staff's health status
  - 所有工作人员需遵循同样的防疫安排，例如提前14天体温自查与报备、考试日出示健康码、测温登记及填写《个人健康声明》。
    All venue staff will strictly follow the same precautious arrangements, including daily self-check and reporting of temperature 14 days prior to test day, showing the health QR code on test day, going through temperature check and filling in the *Health Disclaimer* on test day.
  - 有体温异常或不满足防疫要求的工作人员将不允许参与考试工作。
    Venue staff with irregular temperature or not following the precautious arrangements will not be allowed to work on test day.

有效执行各项疫情防控举措离不开各位考生的支持与配合。以下为几点重要提醒与建议
You understand, and conformity are critical to the effective implementation of these precaution measures. We also want to reiterate some important reminders and suggestions.

- 须提前申请考点所在城市的健康码，并确保持有效绿色健康码。考生同时需要通过微信'国务院客户端'小程序来获取有效的行程卡。
  You must check in advance to ensure to obtain a valid green Health Status Code for the city where the test centre locates (考点所在城市的健康码). You should also check on the State Council App on Wechat (国务院客户端微信小程序) to obtain a valid Travel History Code (行程卡).

- 须比往常更早到达考点（至少 90 分钟达到考点），确保有足够的时间完成体温检测等防疫流程，顺利进入考场
  Arrive at the test venue earlier than usual (at least 90 mins prior to the exam start time). This is to make sure you have enough time to complete your temperature check and other pandemic prevention and control procedures before entering the test room

- 考生进入考试场地前及离开考场后应做好个人卫生清洁。请勤洗手。

Upon your arrival of test venue or after leaving the test venue your exam, you should follow basic hygiene practices, such as using hand-sanitiser provided on test day. Please regularly wash your hands.

- 在考试日当天，包括在排队过程中，考生须佩戴口罩，减少交流，与相邻的考生保持至少一米的安全社交距离。

    On test day, including lining up in the waiting area, you must wear your mask, minimise communication with others, and maintain at least 1 metre social distance with others.

- 从自中高风险地区或有身体不适的考生，应当本着对自己和他人健康负责的态度，建议减少出行，申请考试取消。

    If you are from the medium or high risk areas or not feeling well, you should take responsibility for your own health and that of others, It is recommended that you should not attend ACCA exams.

此外，所有考生在考试当天进入考试区域前必须签署书面的《个人健康情况声明》，确认可以参加当次 ACCA 考试。考生须保证申报信息真实、准确、完整，并知悉将承担瞒报的法律后果和责任，以及瞒报可能对其产生其它不利影响，例如取消考试成绩及禁止参加相关考试的处罚。

Meanwhile, all test takers must sign a hard-copy Health Declaration Form at the entrance of the test area on test day to declare that they are eligible to attend the test session, as per local government and ACCA exams pandemic prevention policies. **It is the test takers' responsibilities to ensure the declared information is true, accurate and complete, and acknowledge that he/she will undertake the legal consequence and liabilities for concealing the facts as well as related negative effects that may arise on him/her, which includes but is not limited to test score cancellation and a ban on sitting the test in the future.**

如果您有以下任一情况，请不要参加当次 ACCA 考试:

Please do not attend the test if you are in any of the following situations:

- 按照政府的要求，您仍处于 14 天的强制隔离、居家隔离、医学观察或自我隔离期

    you are under a 14-day compulsory quarantine, stay-at-home order, medical surveillance or a self-quarantine order, as required by the Chinese Government

- 在首个考试日期前 14 天至今您有发烧 (体温高于 37.3 ℃)、持续咳嗽、呼吸困难或其它流感症状

    you have a high temperature (above 37.3 ℃), persistent cough, difficult breathing or other flu-like symptoms in the past 14 days before your first test date till now

- 来自中高风险地区

    you are from the medium or high risk areas

Students will not be permitted to sit the exam if they are showing Covid-19 symptoms or are under 14-day compulsory quarantine, stay-at-home order, medical surveillance or a self-quarantine order, as specified by the China Government.

根据中国政府规定，考生如果出现新型冠状病毒肺炎症状、正处于 14 天强制隔离期、

正在被强制居家隔离、或处于医学监控或自我隔离期内，将不能参加考试

If you are not permitted to sit your exam please contact students@accaglobal.com to request a withdrawal as per the standard exam withdrawal process included here.

如果你不被允许参加考试，请联系 students@accaglobal.com 申请退考，退考请参考

常规退考相关流程.