

Immigration Department
Recruitment of Immigration Officer 2022 Written Examination

Precautionary Measures at Examination Centres

Before leaving for the centre

1. Candidates must **check their body temperature, conduct COVID-19 rapid antigen test (“RAT”)** and complete and sign the **“Candidate’s Declaration on Health”** and **“Declaration for Campus Access”** (Please refer to page 4 and page 5) on the examination day. Candidates making false, incomplete or misleading declaration may be disqualified from the examination.
2. Candidates must bring to the examination venue their completed **“Candidate’s Declaration on Health”**, **“Declaration for Campus Access”**, their phone with a **photo of their RAT result** (Please refer to the photo of RAT format in page 3) and **surgical mask(s)**. Without the aforementioned documents/items, candidates will **not** be allowed to take any examinations. **Mask(s) will not be supplied at the examination venues.**

[Note: Candidates are not allowed to wear masks or respirators with valves in examination venue as respiratory droplets can be dispersed through the valve thus exposing other people to the risk of possible infections.]

3. To protect the health of members of the public and to comply with the relevant statutory requirements and administrative instructions, candidates are required to **use the “LeaveHomeSafe” mobile application (LHS app)** and **comply with the prevailing Vaccine Pass requirements** for entering the examination venue. Person-in-charge of the premises may request candidates to present their vaccination records or Exemption Certificates and the relevant QR codes, including that saved in the LHS app or shown on mobile applications such as “iAM Smart” or “eHealth”, or the QR codes shown on their paper vaccination records. Candidates are therefore advised to download the LHS app in advance, save their vaccination records or Exemption Certificates in the LHS app and use it to scan the QR code before entering the building/premises concerned. Candidates who fail to save the vaccination records, Exemption Certificates or other exemption proofs in the LHS app should bring their paper records with QR codes to the examination venue for verification.
4. Candidates will **NOT** be admitted to the examination venue under any of the following circumstances and **NO** supplementary examination will be arranged:
 - (i) having 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) having no fever but with the presence of acute respiratory tract infection symptoms such as cough or shortness of breath;
 - (iii) having loss of taste or smell suddenly;
 - (iv) undergoing mandatory quarantine or isolation on the day of examination;
 - (v) not completing the RAT or having tested positive for COVID-19;
 - (vi) failing to submit the completed “Candidate’s Declaration on Health” and “Declaration for Campus Access”;
 - (vii) not using the LHS app when entering the examination venue;
 - (viii) not complying with the prevailing Vaccine Pass requirements; or
 - (ix) being categorised as person with “Red Code” (i.e. confirmed case) in the Vaccine Pass.
5. If candidates fall within the category specified in a Compulsory Testing Notice but their testing results have not been received before the examination, they should conduct RAT on the examination day. Candidates are allowed to attend the examination only if their own RAT results are negative.

Before the examination

6. Before entering the examination venue, candidates must put on their own surgical mask properly (with the nose, mouth and chin fully covered) and rub their hands by using alcohol sanitizer-gel of their own or placed in front of the entrance. Invigilators will check whether candidates have completed and signed the “**Candidate’s Declaration on Health**”, “**Declaration for Campus Access**”. Invigilators will also check **the photo of negative RAT result** and take the body temperature of candidates. Body temperature screening will be set up at the entrance of examination venues. Candidates who have fever will be required to leave the examination venue and consult a doctor promptly. Candidates are required to **use the LHS app** to scan the QR code before entering the examination venue and **comply with the prevailing requirement of Vaccine Pass** on the day of examination. The above procedure will be strictly enforced by the invigilation personnel and candidates should strictly follow the instructions of the invigilation personnel. In addition, candidates should raise their awareness of epidemic prevention in the examination venues and should avoid talking with others as far as possible.
7. Candidates will only be admitted to the examination venue after completion of the aforementioned steps. It is important to note that candidates must report to the examination venue in accordance with the reporting time as specified in their invitation letters to avoid delay in admission. The time lost in the examination in this regard will **NOT** be compensated.

During the examination

8. During the examination, candidates are required to put on a surgical mask properly. Those who refuse to put on their surgical masks without an acceptable reason will be regarded as having breached the examination regulations. Invigilators may ask candidates to remove their surgical masks temporarily during registration/the taking of attendance in order to verify their identities.
9. Candidates with serious sneezing/persistent coughing or vomiting in the examination venue may be arranged to sit slightly apart from others in order to minimize disturbance to other candidates. The time lost in the examination will **NOT** be compensated.

After the examination

10. At the end of the examination, candidates should follow the instructions of the invigilation personnel in leaving the examination centre in batches, so as not to crowd the exits.

Other points to note

11. Always practice hand hygiene after going to toilet, coughing and sneezing by washing hands with soap and water, or disinfect hands with alcohol sanitizer-gel.
12. Candidates should space out while queuing up outside toilets to prevent overcrowding.
13. Candidates have the duty of keeping the examination venue premises clean, particularly when using the toilets.
14. According to the advice of the CHP, if any candidate or invigilation personnel who has stayed in the examination venue is subsequently confirmed to have Coronavirus Disease 2019 (COVID-19), the CHP will commence epidemiological investigations and conduct tracing investigation to confirm whether there are close contacts to follow up.
15. Please refer to the following websites for detailed information on prevention of COVID-19 and the requirement of the LHS app and Vaccine Pass:
<https://www.coronavirus.gov.hk/eng/index.html>
<https://www.chp.gov.hk/en/features/14843.html>
<https://www.leavehomesafe.gov.hk/en/>
<https://www.coronavirus.gov.hk/eng/vaccine-pass.html>

16. Any changes to the precautionary measures will be announced on the website of the Centre for Professional and Business English (CPBE), School of Professional Education and Executive Development, The Hong Kong Polytechnic University (<https://cpbe.speed-polyu.edu.hk/en/our-services/examination-announcement/index.html>) as soon as possible. In case of enquiries, please contact the CPBE at 3746 0313.

Sample of negative RAT format



**2019冠狀病毒快速抗原測試
檢測證明**

考生必須按左方樣式，在檢測盒寫上檢測日期、
檢測時間及考生編號，連同檢測結果拍攝一張
照片，於報到時出示其照片證明。

樣式 例子

Immigration Department
Recruitment of Immigration Officer 2022 Written Examination
6 November 2022

考生健康申報表 Candidate's Declaration on Health

本人聲明以下所有申報的資料均屬實，並明白根據考試規則，提供虛假、不完整或誤導訊息將有機會被取消考試資格。I declare that all information given below is true and correct to the best of my knowledge. I understand that according to the Examination Regulations, I shall be subject to disqualification for giving false, incomplete or misleading information.

考生資料 Candidate Information	
姓名 Name:	考試名稱 Name of exam:
聯絡電話 Contact number:	試場編號 Centre number:
香港身份證/護照號碼 HKID/Passport number:	座位編號 Seat number:

請在適當的方格內加上 '✓' 號 Please put a '✓' in the appropriate box(es)	是 Yes*	否 No
(a) 我是否發燒（體溫達攝氏 38 度或以上）？ Do I have fever (body temperature at or higher than 38°C)?	<input type="checkbox"/>	<input type="checkbox"/>
(b) 我是否有急性呼吸道感染徵狀（例如咳嗽、氣促等）？ Do I have acute respiratory tract infection symptoms (e.g. cough or shortness of breath, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
(c) 我是否有突然喪失味覺或嗅覺？ Do I lose my sense of taste or smell suddenly?	<input type="checkbox"/>	<input type="checkbox"/>
(d) 於考試當日，我是否正接受政府指定的強制檢疫或隔離？ Am I undergoing mandatory quarantine or isolation on the day of examination?	<input type="checkbox"/>	<input type="checkbox"/>

*如考生在上述任何聲明表示「是」，便不應赴考。

Candidates indicating 'Yes' in any statement above should NOT go to the examination venue.

收集個人資料聲明 Personal Information Collection Statement
收集資料的目的 Purpose of Collection 1. 你向入境事務處和香港理工大學專業及持續教育學院專業及商業英語中心（「專業及商業英語中心」）提供的個人資料是用於預防任何傳染病或污染的發生或蔓延。 The personal data provided will be used by the Immigration Department, and Centre for Professional and Business English, School of Professional Education and Executive Development, The Hong Kong Polytechnic University ("CPBE") to prevent the occurrence or spread of an infectious disease or contamination.
接受轉介人的類別 Classes of Transferees 2. 你所提供的個人資料，在有需要的情况下，可能會向其他政府決策局/部門或相關機構披露，作上文第 1 段所述用途。除此以外，資料只會於你同意作出該種披露或作出該種披露是《個人資料(私隱)條例》所允許的情況下，才向有關方面披露。 The personal data you provide may be disclosed to other Government bureaux/departments or relevant parties for the purpose mentioned in paragraph 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.
查閱個人資料 Access to Personal Data 3. 根據《個人資料(私隱)條例》第 18 及 22 條，以及附表 1 第 6 項原則，你有權查閱及修正你的個人資料，包括索取你在上文第 1 段所述情況下所提供的資料的副本。在索取個人資料的副本時，可能須繳交費用。如欲查詢有關你所提供的個人資料，請聯絡專業及商業英語中心(電話：3746 0313)。 You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you on the occasion as mentioned in paragraph 1 above. A fee may be imposed for complying with a data access request. Enquiries concerning the personal data provided should be addressed to CPBE (Tel.: 3746 0313).

考生簽署 Candidate's Signature: _____ 日期 Date: _____

#如有需要，請自行複印此表格。此表格一經填妥及收悉，專業及商業英語中心將以「密件」方式處理。 Please photocopy this form if necessary. Once properly completed and received, this document will be treated as CONFIDENTIAL by the CPBE.

Declaration for Campus Access 進入校園聲明書

Staff 職員

Student 學生

Non CPCE Staff/Student
非學院職員/學生

***Required Field *必須填寫**

*FULL Name of User *進入人全名	
*Phone No. or/ Email Address *聯絡電話 /或電郵地址	
*Venue to Visit *前往地點	
Card Type 證件類別 (If applicable 如適用)	
Card No. 證件編號 (If applicable 如適用)	
Respective Unit or/ Company 所屬部門 /或公司 (If applicable 如適用)	Centre for Professional and Business English (CPBE)

I declare that, on the day of visit to the PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus, I am not subject to any restrictions under compulsory quarantine / isolation. I have fulfilled the latest 'Vaccine Pass' requirements.

本人聲明在進入理大紅磡灣校園/理大西九龍校園當日，本人不受任何強制檢疫 / 隔離限制，並已符合政府「疫苗通行證」的最新要求。

The above provisions are subject to the latest revision of Vaccine Pass, please inform your sponsor unit / user if there are any changes to the conditions.

以上條文，以最新修訂的疫苗通行證為準，如閣下就上述情況有任何變更，請通知邀請閣下到本校之部門 / 人士。

Signature 簽名 : _____

Date 日期 : _____

Please put a "v" in the appropriate box above
請於以上適當方格內填上「v」號