

OVERVIEW

The health of our colleagues and clients and the communities we work within is our priority throughout this rapidly evolving situation.

在疫情瞬息万变的情况下，我们始终将考生，工作人员与合作伙伴的健康安全放在第一位。

This document provides guidance only to test centres on possible health precautions and infection control guidelines that they should follow in light of the novel coronavirus spread, depending on local needs and authorisation. The guidelines provided in this document apply for all exams delivered by the British Council. They may evolve and are governed by the advice of health authorities in the regions we operate in.

此文件只作为考场指引。请各考场按当地政府与相关部门的要求，根据疫情发展而采取对应的防疫措施。此文件中的指引适用于所有英国文化局 British Council 提供的考试。

This document is provided as part of our commitment to working with you and to help prepare your candidates in advance of the exam day.

我们将与您紧密合作，以帮助所有考生在考试日前做好相应准备。

There are also specific restrictions in place for candidates at some exam centres, which vary from centre to centre. These restrictions may affect you if you are sitting your exam away from your city of residence or are travelling to/from a medium/high risk zone. Further information on such restrictions will be available on the [ACCA homepage](#) next week. These centre-specific entry restrictions are subject to change at short notice before the session to follow necessary guidelines, so please ensure you regularly check this centre list for the latest information regarding the exam centre confirmed on your exam docket when these are released.

请注意部分考点对来自特定地区的考生存在人员来访限制，并且不同考点的要求也有所不同。这可能会影响到异地考生或来自中高风险区域考生到该考点参加考试。关于考点的人员来访限制及具体要求我们将于下周发布在[ACCA中国](#)网站。各考点准入要求可能会遵循政府的指导建议而变化，请按照准考证上确认的考点信息，定期查看您考点的最新要求。

BEFORE THE EXAMS

考前准备

14 days before the first test day

考前 14 天

Candidates are advised to monitor the health status from 14 days prior to the first test day. Please check and record body temperature every day during the 14 days' period – if possible, please keep the record for future reference. If there is any abnormality, we recommend candidate apply for a withdrawal/full refund upon provision of relevant medical certificate.

我们建议考生在考试周的 14 天内留意自己的身体情况。请每天记录您的体温，确保此记录可以在特殊情况发生时作为相关凭证。如有有任何身体不适，我们建议考生提交相关医疗记录凭证，以申请退考/费用原路返还。

Candidates 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). Candidates 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 (行程码).

在考试之前，请各位考生确保可以获得考点所在城市的健康码。此外，考生需要获得国务院客户端微信小程序里的行程码。

With recent Covid-19 pandemic outbreak in several cities, we would like to remind candidates:

- **Important! Please avoid any unnecessary cross-city travel during the 14 days before exam day.** Candidates' recent travel history prior to the exam may affect their entry to test centre(s) or the city where the test centre locates.

因近期少部分城市的疫情爆发，请各位考生留意以下信息：

- **请在考前 14 天内避免任何不必要的跨市出行。** 考前的出行记录有可能导致考生无法进入考场，或无法进入考场所在城市。

Candidates must check in advance about **test venue specific entry requirements** and pandemic prevention procedures, e.g. requirements about 24 hours/48 hours/7 days nucleic acid test report, any quarantine or isolation requirement, etc. These requirements may change depending on how the situation evolves, so it's highly recommended that candidates should double check the requirements before the exams.

考生务必在考前查看考场准入要求与防疫要求，如提供考前 24 小时/48 小时/7 天以内的核酸检测报告，当地是否有隔离要求。相关要求可能会根据疫情发展而变更，因此我们强烈建议考生在考前查看相关信息。

Each individual municipal cities or provinces may implement their own quarantine and monitoring measures to any visitors from cities or provinces which is or used to be classified as medium/high-risk area. The list of the high and medium risk areas is updated continually and can be found on the State Council App on Wechat (国务院客户端微信小程序) (please search under the section “疫情风险查询” for the relevant district). If candidates live in a city or province which is or used to be classified as medium/high-risk area, candidate should check in advance and follow local governmental policies and pandemic prevention procedures before transporting to the test venue.

对于来自疫情中高风险区与的旅客，当地市政府或省厅可能会有当地的隔离与监测要求。中高风险区域名单会在国务院客户端微信小程序持续更新（请点击“疫情风险查询”以查看相关区域信息）。如考生所在地为疫情中高风险区域，请在出行之前确认考场所在地的防疫要求。

Candidate is not eligible to attend exam if:

- The candidate is under 14-day compulsory quarantine, stay-at-home order, medical surveillance or a self-quarantine order, as specified by the China Government.
- The candidate has a high temperature (higher than 37.3 degrees Celsius), persistent cough, difficulty in breathing or other flu-like symptoms.

如考生处于以下情况，请勿参加考试：

- 处于 14 天强制性隔离，居家隔离，医疗监测或任何中国政府要求的自我隔离。
- 发烧（体温高于 37.3 摄氏度），持续咳嗽，呼吸困难或出现其他流感症状。

Candidate under 18 years of age:

如考生年龄为 18 岁以下

All candidates under 18 years of age will be contacted prior to the exam session by the British Council and be informed of the British Council child protection policy as well as test day safe-guarding procedures.

18 岁以下的考生将在考前接到英国文化局的电话，告知英国文化局儿童保护条例的信息与考试当天的自我防护措施。

DURING EXAM DAYS

考试当天

Social Distancing

保持社交距离

Candidate, staff and community safety is of paramount importance and many test venues will be implementing social distancing measures in accordance with local authority directives.

考生，工作人员与合作伙伴的安全保障工作是重中之重。考场将会根据当地相关部门要求以制定保持社交距离的安排。

Candidates will be reminded of keeping social distance in all possible occurrences, and 1 metre social distance should be clearly marked in queueing/waiting area.

在任何合适的情况下，我们将提醒考生保持安全距离，排队区与等候区将会标出一米安全社交距离的标记。

Transportation & Report to Test Centres

提前到达考场

It is suggested all candidates arrive at test centres at least **60 minutes** prior to the test. In some locations, advanced central reporting is required for fetching the entrance permit from the test venues.

我们建议所有考生在考前 60 分钟到达考场。在部分考场，考生需要在进入考场之前获得考场的准入证。

Supplementary Signage at the Venues

考场中的各处标识

Candidates may find additional signage at multiple points, e.g. entrance of the venue, registration areas, waiting areas, and washrooms, to promote the awareness and healthy behaviours. These signs could be posters, leaflets or electronic bulletins.

Additional signs will be placed to mark the proper social distance at waiting/queueing area to better manage candidates crowd.

考生会在考场看到各种标识，如考场入口，签到区，等候区与洗手间，以便考生找到对应区域。这些标识有可能出现在海报，小册子或电子公告栏中。

额外的安全距离标识将出现在排队区与等候区，以便管理。

The Use of Personal Protective Equipment at Venues

考场个人防护用品

Candidates as well as our venue staff should bring and wear a face mask that covers mouth and nose upon the arrival of test centre and during any part of the exam.

考生与考场的工作人员，均须在进入考场时，与考试期间佩戴覆盖鼻子与嘴巴的口罩。

Candidate masks must be temporarily removed at the request of an invigilator during registration, ID checks and after any toilet breaks. Invigilators will inspect face masks for any evidence of malpractice e.g. crib notes.

如考官要求，确认身份信息与从洗手间回到考场时，考生需要短时间移除口罩。考官将检查口罩，以防止任何违规行为发生，如夹带纸条。

For other personal protective equipment, such as gloves, goggles, etc. they should be allowed into testing area after being checked and confirmed with no sign of possible cheating. The personal protective equipment

will only be allowed into testing area under the circumstance that it will not jeopardise the test security or bring inconvenience to other candidates.

其他个人防护用品，如手套，眼镜等，在通过检查并确认没有作弊风险后，考生可以将其带入考试区。请确保个人防护用品不会危害考场安全，并不会影响其他考生。

Temperature Checks at Venues

考场体温测量

All exam centres in mainland China will deploy temperature screening at venues.

Temperature checking will take place as soon as candidates enter the venue and before they enter the test-taking area. Screening teams are required to wear the Personal Protective Equipment (PPE), including mask and gloves, when taking temperatures.

所有中国大陆区域的考场将实行体温测量。

在考生到达考场后，进入考试区前，工作人员将会对考生进行体温测量。在体温测量时，请考生确保带好个人防护用品，如口罩与手套。

Any candidate who has a temperature higher than **37.3** degrees Celsius is to:

- Be provided with a mask if he/she does not have his/her own one and have his/her temperature retaken after 5 minutes and, if it is still more than 37.3 degrees, the screening team is to fill in details as required in the temperature checking log, then deny the candidate's entry into the test area and to advise him/her to see a doctor.
- For candidate who is denied the entry to the test area, he/she will be asked to go to Holding Area first. This will be reported to the British Council immediately and may be escalated to the local healthy authority if it is required.

如考生的检测结果高于 37.3 摄氏度:

- 如未携带口罩，考生将会获得一个口罩，并在 5 分钟后再次测量体温。如检测结果仍然高于 37.3 摄氏度，负责体温测量的工作人员将会记录详细情况，拒绝考生进入考试区，并建议考生尽快就诊。
- 在考生被拒绝进入考试区后，此考生将被带到留观区。工作人员将把情况上报至英国文化局。如有需要，考生将被带到当地防疫部门。

Health Status Code

健康码

Candidates will be required to present the health status code before entering the testing area. Candidate with green code will be allowed into testing area. This usually will be checked along with the temperature screening upon their arrival at the test venue.

进入考试区前，考生需要出示自己的健康码。确认健康码为绿色后，考生方可进入考场。健康码检查通常与体温测量同时进行。

It is strongly recommended that all candidates should complete the registration online in advance and obtain the designated health code as per the directives from local health authorities.

我们强烈建议所有考生提前完成网上登记，并根据当地防疫部门指引，尽早获得指定的健康码。

Candidates presenting a health code with warning colours (red or amber), will be denied the entry to the test area.

如考生出示的健康码为警戒色（如红色或黄色），此考生将会被拒绝进入考试区。

Self-Declarations

自主申报

All candidates must sign a Self-declaration Form at the entrance of the exams area on test day to declare that they are eligible to attend the test. They will also need to provide their contact number in the form. In some test venues, it is required to share all candidates' contact details to the venue, so that in case any diagnosed affected case is reported, the venue will need to report and follow up with those in close contact immediately as per the local directives.

在考试当天，所有考生需要在考场入口填写自主申报表，以申明自己可以参加考试。考生需要在表格中填写自己的联系方式。某些考场需要上报所有考生的联系方式，以便出现任何确诊病例时，考场可以根据当地防疫指引，尽快确认密接者名单。

Sanitisation and Personal belongings

消毒与个人物品管理

All test venues will be thoroughly cleaned prior to the start of the test. In some locations, it is required to sanitise candidates' personal belongings with disinfectant spray before they enter the waiting room/area.

在考试开始之前，所有考场将会进行彻底的消毒。在某些考场，考生进入等候区/等候室之前，工作人员需要对考生个人物品喷洒消毒液以进行消毒处理。

Candidates will be reminded to follow basic hygiene practices such as using hand-sanitiser and regularly washing hands. Whilst alcohol-based hand sanitising gel may be available at venues, we strongly recommend candidates bring their own supply with them for their personal use in the event of shortage of supply.

工作人员会提醒考生注意个人卫生安全，如使用免洗消毒液与勤洗手。虽然考场可能会提供含酒精的洗手液，为避免考场未能提供的情况，我们强烈建议考生携带自己的消毒用品。

At the end of exams, all candidates will be asked to take all stationery and belongings at the venue away, except for scratch paper, notes or workings sheets.

考试结束后，除草稿纸，考试笔记与底稿外，请所有考生携带自己的文具与物品离开考场。

AFTER EXAMS

考试结束后

If any candidate is diagnosed with COVID-19 within 14 days after taking test, candidate should immediately report this to ACCA which will be shared with the British Council as soon as possible. This will help ensure it can be followed up in accordance with the health authority and government guidelines.

如考生在考试结束后的 14 天内确诊新冠，请立刻联系 ACCA，ACCA 将尽快告知英国文化局，以便我们在最短时间内按政府部门指引以跟进此事。