



The novel coronavirus (COVID-19) situation has developed into a pandemic and our top priority is to ensure the health and safety of our students and all stakeholders involved in the December 2020 Session. We are following the latest guidelines based on the current public health information, as well as the government's measures and advice to curb the coronavirus spread.

The Institute's Qualification and Examinations Board announced the contingency plan with flexible arrangements for the December 2020 Session to ensure the workshops and examinations can go ahead as smoothly as possible. This covers **all professional examinations**, including the Qualification Programme (QP), the Practising Certificate Examinations (PC Exam), and the Aptitude Tests (AT).

Some of the commonly asked questions and answers for the December 2020 Session are delineated as follow:

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## General

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- 2 [Can I withdraw my enrolled examination\(s\) with refund if the revised exam dates do not fit my schedule?](#)
- 3 [I am not available for the revised exam dates and therefore I apply for withdrawal now. If the examinations are later postponed to the reserved exam dates of which I am able to attend, can I re-register for these examinations on the reserved exam dates?](#)
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## Workshops and Examinations

### ➤ Applicable to both workshops and examinations

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- 2 [Can I take off my mask during the workshop or the examination?](#)
- 3 [Can I attend the workshop or the examination if I have a cough?](#)
- 4 [My family member will be back to Hong Kong from overseas just before the date of workshop or examination and he/ she is required to follow the 14-day compulsory quarantine order issued by the Department of Health. As a household member of the confinee, can I attend the workshop or the examination?](#)
- 5 [If I am diagnosed with COVID-19 within 14 days after attending the workshop or the examination, what should I do?](#)
- 6 [Can I apply for withdrawal if I am unavailable or uncomfortable to take the workshop or the examination of the December 2020 Session?](#)
- 7 [If I have already collected the Learning Pack\(s\) but would like to withdraw my module enrolment\(s\), what should I do?](#)

### ➤ Applicable to workshops only

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➤ **Applicable to examinations only**

- 1 [Will the Institute provide any support to students in respect of the refined contingency plan for the December 2020 Session?](#)
- 2 [When will the announcement of postponing the examinations to the reserved exam dates be made?](#)
- 3 [Will the special topics of the Final Examination be released earlier?](#)
- 4 [I will take the examination in Mainland China. Will this contingency arrangement apply to me?](#)
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- 6 [When will I know the examination venue for my enrolled examination\(s\)?](#)
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## General

### 1 Will the Institute consider to cancel the December 2020 Session?

The Institute is closely monitoring the developments of the COVID-19 situation and it is committed to offer the professional examinations including the QP, the PC Exams, and the AT of the December 2020 Session. We are working on various options and there is currently no plan to cancel the December 2020 Session. We will implement appropriate measures to ensure our students can take their examinations under health and safety conditions so that they can continue on their QP journey. Students are advised to pay attention to the announcement made by the Institute in response to the evolving situation of COVID-19 and check out the Institute's website for the latest information on a regular basis.

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### 2 Can I withdraw my enrolled examination(s) with refund if the exam dates do not fit my schedule?

Yes, you can apply for withdrawal by **24 September 2020** and the enrolment fee will be refunded. The latest detailed arrangements have been sent to those QP students who have enrolled for the December 2020 Session of the current QP via email.

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### 3 I am not available for the revised exam dates in and therefore I apply for withdrawal now. If the examinations are later postponed to the reserved exam dates of which I am able to attend, can I re-register for these examinations on the reserved exam dates?

No, only those students who have enrolled for the revised exam dates are allowed to take the examinations on the reserved exam dates in the event that the examinations need to be postponed due to the COVID-19 situation.

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### 4 Can I select to attend my enrolled examinations in the reserved exam dates instead of the revised exam dates?

No, the use of reserved exam dates will be determined by the Institute depending on the COVID-19 situation. The examinations will go ahead as planned. All students should follow the Institute's instructions when sitting the enrolled examinations as scheduled. Please click the Exam Timetable [here](#) for details.

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### 5 I have enrolled for two modules under the current QP, can I withdraw one module only and continue to attend the other module?

Yes, you should make the decision to withdraw by **24 September 2020**. The latest detailed arrangements have been sent to those QP students of the current QP who have enrolled for module examination in the December 2020 Session via the email of 15 September 2020.

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**6 I am a registered student of the current QP. If I choose to withdraw my enrolment in the December 2020 Session, will the Institute consider extending my maximum registration period of the QP by six months?**

The 10-year maximum registration period of the QP remains unchanged. Students can apply for extension upon reaching the 10-year time bar. The Institute will consider the extension request on a case-by-case basis.

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**7 Can I select to take the workshop classes and module examinations in different locations, i.e. one in Hong Kong and the other in Mainland China?**

No, you are required to enroll both the workshop classes and module examinations in the same location, either Hong Kong or Mainland China. Once enrolled, any request for change in location should have valid reasons with supporting documents and will be considered on a case-by-case basis. Administrative charge may apply.

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**8 Can I withdraw my enrolled examination(s) with refund when the Institute announces to postpone the examinations to the reserved exam dates?**

Yes, a separate withdrawal period will be provided to students in the event that the Institute postpones the examinations to the reserved exam dates. Corresponding enrolment fee will be refunded accordingly.

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**9 I have enrolled module examinations in the December 2020 Session and chose to continue my enrolment in the previous online form to take examination in November 2020, should I need to complete the new online form again to confirm my module examination enrolment in December 2020 now?**

If you have already responded to attend the module examination(s) in the previous online form and you can continue attending the module examination(s) on the examination date(s) in December 2020, you do not need to complete the new online form again.

If you **cannot** make the module examination date(s) in December 2020 and decide to withdraw your module enrolment(s), you need to inform the Institute **by completing the [new online form](#) by 24 September 2020 (Thursday).**

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**10 I have enrolled in the module examinations in the December 2020 session and chose to withdraw my enrolment in the previous online form, what should I do if I can/ cannot attend the module examination(s) on the examination date(s) in December 2020?**

You are required to submit your latest decision, regardless attending or withdrawal, in the new online form by 24 September 2020 (Thursday).

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**11 Will I be notified after submission of the online form?**

A confirmation email will be sent to all enrolled students to confirm their enrolment status by the end of September 2020.

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## Workshops and Examinations

### ➤ Applicable to both workshops and examinations

#### 1 Can you tell me the details of the precautionary measures and arrangements of the venues for holding the workshops or the examinations?

Precautionary measures and arrangements of the venues include but not limited to:

##### For both workshops and examinations

- Checking students' body temperature at the entry point.
- Collecting students' health declaration forms before examinations and workshops (health declaration form including confirmation that students are not waiting test results of COVID-19).
- Providing hand sanitizer, alcohol prep, and back-up masks to students.

##### For workshops only

- Reducing class size of each workshop from 24 students to 20 students.

##### For examinations only

- Providing masks, protective face shields and gloves to invigilators.
- Setting longer inter-seat distance.
- Performing sanitization during the lunch break.

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#### 2 Can I take off my mask during the workshop or the examination?

No, students should be considerate and are not allowed to take off the mask during the workshop or the examination unless they obtain the approval from workshop facilitator/ examination invigilator.

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#### 3 Can I attend the workshop or the examination if I have a cough?

Students with the following conditions should NOT attend the workshop or the examination but consult a doctor immediately:

- Fever (body temperature at or higher than 38°C) regardless of the presence of respiratory symptoms such as coughs or difficulty in breathing;
- No fever but with the presence of respiratory symptoms; or
- Undergoing mandatory quarantine on the day of workshop or examination.

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- 4 My family member will be back to Hong Kong from overseas just before the date of workshop or examination and he/ she is required to follow the 14-day compulsory quarantine order issued by the Department of Health. As a household member of the confinee, can I attend the workshop or the examination?**

According to the Centre for Health Protection (CHP), there is no requirement of compulsory quarantine for household member of the confinee. However, you are advised to take the necessary measures as advised by the CHP before making the decision on whether you would attend the workshop or the examination.

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- 5 If I am diagnosed with COVID-19 within 14 days after attending the workshop or the examination, what should I do?**

You should report the case to the Institute by email (workshop matters: [workshopadmin@hki CPA.org.hk](mailto:workshopadmin@hki CPA.org.hk); examination matters: [examadmin@hki CPA.org.hk](mailto:examadmin@hki CPA.org.hk)) so that we can follow up with any persons whom you may have interacted during the workshop or the examination.

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- 6 Can I apply for withdrawal if I am unavailable or uncomfortable to take the workshop or the examination of the December 2020 Session?**

For students who have enrolled examinations of the current QP, they can apply for withdrawal by **24 September 2020** with the enrolment fee to be refunded. No administration fee will be charged by the aforesaid deadline. After 24 September 2020, students need to follow the prevailing policies and procedures for withdrawal. Details can be found in the [current QP Student Handbook](#) Section 4.4.

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- 7 If I have already collected the Learning Pack(s) but would like to withdraw my module enrolment(s), what should I do?**

There is no need to return the Learning Pack(s) to the Institute.

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## Workshops and Examinations

### ➤ Applicable to workshops only

#### 1 **Can I apply for deferral of the workshops from the December 2020 Session to the June 2021 Session and sit the corresponding module examination in the December 2020 Session?**

No, according to the examination policy, the successful completion of the workshops is a prerequisite to sitting the relevant module examination. Students have to complete the workshops before they are allowed to sit the module examination.

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#### 2 **What is the arrangement for the workshops of the December 2020 Session?**

The workshops will be conducted in face-to-face format with reduced class size for the December 2020 Session. In the event that there are high levels of community transmission of COVID-19, the workshops will be conducted in online format. The Institute will communicate to students promptly should the mode of delivery be changed from face-to-face to online format.

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#### 3 **If I am sick or unavailable for the assigned workshop, what should I do?**

You may apply for the change of workshop group if you are unavailable to attend the assigned workshop. For details, please refer to the [current QP Student Handbook](#) Section 4.2.4.

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#### 4 **What are the differences between online workshops and physical workshops?**

The intended learning objectives and the assessment criteria remain unchanged irrespective of the mode of delivery whether online or physical workshops. For online workshops, the contents of workshop materials will be repurposed so that the workshop activities can be carried out by the students under an online setting. The duration of online workshops will also be reduced from seven hours to five hours per day (2.5 hours each in the morning and the afternoon with breaks) and the workshop contents will be condensed accordingly.

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#### 5 **What is the structure of online workshops?**

The duration of online workshops will be reduced from seven hours to five hours per day (2.5 hours each in the morning and the afternoon with breaks). The morning session will be from 9:30 am to 12 noon and the afternoon session will be from 1:00 pm to 3:30 pm. Students are advised to check-in to the online workshop 30 minutes before the workshop starts to avoid any technological hiccups.

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## 6 What are the general rules for attending the online workshops?

### (a) Attendance

- The attendance record will be captured by the online workshop tool.
- Students are expected to be punctual for attending the two-day workshops. Student arriving late or leaving early from his/ her assigned workshop for more than 30 minutes will be treated as absent from the workshop.
- Students are prohibited from attending any workshop group not assigned to them without the Institute's prior approval. They can refer to Section 4.2.4 of Student Handbook for details on change of workshop group should they anticipate that they are unable to attend their assigned workshops as scheduled.

### (b) Identity checking

- Web cam must be switched on during the workshop.
- Students are not allowed to wear mask during the workshop.
- HKICPA staff will perform random checking of student identity during the workshop or subsequently via video recording.

### (c) Workshop recording

- The workshop process will be recorded for the purpose of reviewing any irregular behaviors of students.
- Students are not allowed to record the workshop and download any workshop materials shared by the workshop facilitators.

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## 7 What are the specifications and system requirements for the online workshops?

Adobe Connect Learning will be the tool for the online workshops. Please refer to the link below for the specifications and system requirements for Adobe Connect Learning:

[https://helpx.adobe.com/hk\\_en/adobe-connect/tech-specs.html](https://helpx.adobe.com/hk_en/adobe-connect/tech-specs.html)

You should check the system requirements and complete a [system check](#) with equipment (i.e. desktop/ laptop) to meet the **minimum** requirements before enrolling the online workshops. Please also download and install Adobe Connect application from the [Downloads and Updates page](#) for desktop/ laptop to ensure the application can be run probably.

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## 8 Will the Institute offer a trial session for the online workshops to students?

Yes, once you have received the login details of your assigned online workshops, you can login to the virtual workshop platform for a trial. Again, you must check the system requirements and complete a [system check](#) with equipment to meet the **minimum** requirements before attending the online workshops. Please download and install Adobe Connect application from the [Downloads and Updates page](#) for desktop/ laptop for the enhanced functionality and performance. You are reminded not to attend the online workshop via HTML or mobile as the content and functions are limited.

You need to use the same equipment that you intend for attending the online workshops.

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## **9 How can I proceed the identity authentication for attending the online workshops?**

The Institute staff will ask you to show your identity card or a valid passport that clearly displays your face and full name which should match with the Institute's record in a separate breakout room of the online workshop platform.

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## **10 What happens if I have technical issues during the online workshop?**

Most technical issues can be avoided by completing a system test in advance. Common technical issues relate to the lack of a stable internet connection and the set-up of webcam and microphone. The Institute staff will provide technical support services for online workshops. Details will be announced soon.

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## **11 What happens if I have to take a toilet break during the online workshop?**

You can have up to 5 minutes to take a toilet break if necessary. Before leaving the room, you must inform the workshop facilitator by the communication function under the online workshop tool stating that you are leaving the room to take a toilet break. The student's workshop time will not be paused.

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## Workshops and Examinations

### ➤ Applicable to examinations only

#### 1 **Will the Institute provide any support to students in respect of the refined contingency plan for the December 2020 Session?**

In order to support your preparation for the examinations, an Online Information Portal for QP Examinations is now live and it provides you the latest information on the schedule of examinations, workshops, frequently asked questions and enquiry information, as well as links to study materials and webcasted Module Preparation Seminars and Examination Technique Seminars that are free-of-charge.

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#### 2 **When will the announcement of postponing the examinations to the reserved exam dates be made?**

The Institute will consider a totality of factors to decide on whether the examinations should be postponed to the reserved exam dates **28 days before the scheduled examinations**. The factors include but not limited to:

- Average daily confirmed cases over last 2 weeks (with significant increase of local infection cases).
- Availability of examination venues.
- Guideline from the government and the Centre for Health Protection.
- Public perception.
- Any relevant factors that may hinder the holding of examination.

In consideration of the above factors, decision will be made between **5 and 28 days before the examination** after consulting the Qualification and Examinations Board. Students are advised to pay attention to the announcements made by the Institute and check out the Institute's website for the latest information on a regular basis.

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#### 3 **Will the special topics of the Final Examination be released earlier?**

Yes, the special topics of the Final Examination will be released around 8 weeks before the examination.

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#### 4 **I will take the examination in Mainland China. Will this contingency arrangement apply to me?**

Yes, the contingency arrangement of the examination date and time will apply to both examinations in Hong Kong and Mainland China.

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**5 Can you tell me the details of the precautionary measures at the examination venues in Mainland China?**

The examinations that take place in Mainland China will follow the same precautionary measures as Hong Kong. Besides, the following additional measures will also be implemented in the examination venues in Mainland China:

- Candidates should show that they hold a valid green Health Status Code and Travel History Code when they enter the examination venue.
- Candidates from Medium and High Risk Cities should show a negative COVID-19 test result report that is issued within 7 days.
- If candidates have just entered in Mainland China, candidates should show that they have completed the 14+7 quarantine and provide nucleic acid negative certificate which is issued within 7-days.

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**6 When will I know the examination venue for my enrolled examination(s)?**

The examination venue for each examination will be printed on the examination attendance docket, which will be mailed to candidate approximately two weeks before the examination.

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**7 The examination venue stated on the examination attendance docket (EAD) is not convenient to me. Can I request to change to another examination venue?**

The assigned examination venue as stated in the EAD is finalized which is not allowed to change. We will endeavor to allocate you to the nearest available examination venue based on the address provided.

The EAD includes a timetable of all the examinations that you have enrolled and the address of your examination venue. If you are not completely sure of the location of the examination venue, how to get there or how long it may take you, you are advised to rehearse your route before the day of the examination. Please be reminded that examinations may start at peak times so you should allow for rush-hour traffic and possible hold-ups.

Moreover, candidates will only be admitted to the examination venue after completion of the precautionary measures (including checking body temperature, collecting health declaration form) and admission to the examination venue may be delayed. The time lost in the examination will not be compensated. In this regard, it is important to note that candidates must strictly report to the examination venue in accordance with the reporting time as specified in their EAD to avoid delay in admission to the examination venue.

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**8 If something happens at the examination venue that affects my performance in the examination, what should I do?**

The Institute makes every effort to ensure that you sit the examinations in the best conditions possible. However, should you experience problems during the examination, you should contact the examination supervisor immediately so as to rectify the situation as soon as practicable. You may also file a complaint to the Institute so that the Institute could look into the issues and consider the implication on your performance in the examination.

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**9 Will there be any lunch box ordering service for this examination session? Any lunch or breakout area will be provided?**

No, lunch box ordering services will NOT be provided in this examination session given the examinations will be held in multiple locations where they are close to the city.

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**10 Are there any facilities at the examination venue available for us to take lunch?**

No, the examination venues will be closed for sanitization during the lunch break. The lunch break in between the morning and afternoon sessions will be lengthened so as to allow sufficient time for sanitization of the examination venues.

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**11 Will there be any shuttle bus arrangement if the examination venue is far from MTR station?**

No, shuttle bus arrangement will NOT be provided in this examination session given the examinations will be held in multiple locations where they are close to the city.

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**12 Will the examination result release date be changed?**

There will not be any change of the examination result release date if the examinations are held on the revised exam dates. The examination result release date will remain unchanged on 22 January 2021 for the Associate Level of the new QP and the Aptitude Tests, 22 February 2021 for the Final Examination of the current QP and 25 February 2021 for the Modules Examination of the current QP and the Practising Certification Examinations.

If the examinations need to be postponed to the reserved exam dates, the change of examination result release date will be announced in due course.

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