

**VPTL's Email for Update on Class and Examination Arrangements**  
**30 November 2020**

Dear students and colleagues,

**Update on Class and Examination Arrangements**

With a recent surge in COVID-19 cases in Hong Kong, I would like to update you on the latest class and examination arrangements as follows:

1. As we are already in the final week of scheduled classes for Semester 1, 2020/21, mixed-mode teaching will continue until the completion of all classes this week, or, in a few exceptional cases, next week.
2. Individual or small-group lab/studio/practical work may continue beyond this week. Please make sure the safety and social distancing measures are strictly observed at all times (Appendix).
3. All on-campus face-to-face examinations for Semester 1, 2020/21 will be suspended. If on-campus face-to-face examination has been scheduled, the course instructor(s) concerned will replace it with other forms of assessment such as take-home/online examination or additional assignment(s). If the nature of the course makes it impossible to replace face-to-face assessment, such assessment should be postponed until the pandemic situation has improved. The course instructor(s) will inform students of the new assessment method and arrangements as soon as practicable.
4. The University will continue to adopt mixed-mode teaching (i.e. face-to-face teaching synchronously in parallel with online teaching) in Semester 2, 2020/21 until further notice.

We understand that changes at this late stage will likely cause inconvenience and uncertainties to everyone. However, your health and safety of the University community is our top priority. We appreciate your understanding and adjustment.

Please take good care of yourself and stay healthy while the completion of the semester keeps you busy.

Thank you very much.

Albert Chau  
Vice-President (Teaching and Learning)

30 November 2020

## Appendix

### Safety precautionary measures for practical-/lab-/studio-based courses

- a. Social distance of 1.5m shall be maintained at all times. Mask must also be worn at all times.
- b. There must be no eating or drinking except water inside classrooms.
- c. Body temperature will be checked at campus entrances, as well as at facilities entrances, wherever possible.
- d. Opening time of the facility for the practical-/lab-/studio-based teaching will be divided into sessions lasting not longer than half a day. All students **MUST** leave the facility at the end of each session. Disinfection of tabletops, chairs and equipment such as computers will be carried out by staff after each session.
- e. Students using labs/studios for individual and group work must sign in and sign out at the register provided by the department, and observe all the safety rules.

The above safety measures will be further updated depending on the COVID-19 situation in Hong Kong. Please contact the Environmental Health and Safety Unit of the Estates Office at the 24-hour hotline 34117997 if you have any question.