

SFA-notice-002 急救課程學員須知 Notice to First Aid Course Students (2022-01-03)

關於出席率及考試資格：學員須準時出席，不應遲到或早退。出席率不足者，將不獲安排考試，詳情請參閱網上的課程章程。如學員因患病或因不可抗力的原因，未能達到課程出席率的要求，須提交由本澳註冊醫生發出的疾病證明，或其他有效的證明文件，並以書面形式向本校提出申請，獲批准後，方可參與考試。

Attendance and Exam Qualification:

Candidates should attend class punctually, no lateness or early leave. If the Candidate does not meet the attendance requirement, no exam will be arranged. For details, please refer to the course description on our website. Candidate, who cannot meet the attendance requirement due to illness or force majeure circumstances, needs to submit a sick leave certificate issued by medical practitioner registered in Macau, or a valid supporting document with written explanation. Candidate can only sit for examination after approval from the Macau Red Cross School.

惡劣天氣及颱風上課安排：當氣象局發出一號或三號熱帶氣旋警告訊號，或其他惡劣天氣警告時，所有課程或考試均照常舉行。於上課或考試前 2 小時已懸掛八號或以上熱帶氣旋警告訊號，課程或考試將**取消**，學校將另行通知有關補充的安排。學員不論任何原因，若不出席補課，本校不會再作安排，且視為缺席論。倘若上課或考試前 2 小時熱帶氣旋警告已轉為三號或更低的訊號，當日課程或考試將**如期舉行**。

(涉及 16 歲以下學員的課程以及教青局暑期活動的課程，則以教青局活動指引為準。)

Special Arrangements for bad weather and typhoon:

When Typhoon Signal No. 1 or No. 3 is hoisted, or other bad weather warning is forecasted, all courses/examinations will be held as usual.

Courses/examinations will be ***cancelled*** when Typhoon Signal No. 8 is hoisted 2 hours before courses/examinations commencement time. In such cases, there will be supplementary arrangements separately. If Candidate does not attend any supplementary classes/examinations due to whatever reason, no additional arrangements will be made, and he/she will be considered absent. When the Typhoon Signal No. 8 is replaced by lower warning signals or cancelled 2 hours before courses/examinations commencement time, all events will ***resume as usual***. (DSEJ Summer Program courses will be subject to guideline of the Bureau.)

延考申請：如學員因患病或因不可抗力的原因，導致未能如期考試，須於考試前以書面形式向本校申請延期考試，否則視作放棄論。此項申請不設補考機制，如獲批准，需繳交相關行政費用後，將獲另行安排考試。

Re- Scheduling of Examination:

If Candidate is absent on the examination date due to illness or force majeure circumstances, he/she will be considered as giving up unless application with valid reason(s) has been submitted. Application must be submitted prior to the examination date through written form. Examination will be re-scheduled after acceptance by the School, and the relevant administrative expenses has to be paid. Resit exam mechanism is unavailable for re-scheduled exam.

考試成績通知：本校將於課程及考試完結後兩星期內在網頁上公佈成績，學員可於網上或致電本校查詢。

Exam Result Announcement:

Candidates can check examination results through our website within 2 weeks from the date of the examination, or through our enquiry hotline.

補考：如課程中有一科未能通過考核者，可於成績公佈後兩星期內補考。學員應於辦公時間內親臨本校，先繳費後補考。如超過一科未能通過考核者，則視作不合格論，將不獲發證書。如該課程只有一科需考核，則不設補考。

Re-sit examination:

Candidates, who fail in any one subject of the course, can apply re-sit of the failed subject within 2 weeks from the date of the announcement of exam result.

The candidate should take re-sit examination in office hours after paying for it. Failures in more than one subject are not eligible to re-sit. Re-sit examination is not applicable for the course in which there is only one subject.

領取證書：課程及考試完結後四星期內，領取證書日期將於本會網頁上公佈。成績合格學員可於辦公時間內帶同身份證明文件親臨本校領取，領證期限為六個月，逾期補領，需作申請。

******如學員未能親臨領取證書，可委託他人代領，屆時受託人須提交由學員簽署的委託書(委託書樣式可參考本校網頁相關範本)及學員的身份證明文件副本，並出示受託人的身份證明文件以便核對身份。

*******本校辦公時間：星期一至五 09:00-13:00，14:30-18:00；星期六 09:00-13:00。

Collection of Certificates:

The date of collection will be announced at our website within 4 weeks from the date of the examination. Candidates, who have passed the examination, can collect the certificate within 6 months. Otherwise, application of reissue of certificate will be needed.

******If Candidate is unable to collect his/her certificate in person, he/she may authorize someone to collect the certificate on his/her behalf by signing the authorization form which can be down loaded in our website. The authorized person may collect the certificate upon presentation of the authorization form together with copy of identification document of the authorizer, and showing his/her own identification document for checking.

******* Office Hours: Monday to Friday: 09:00-13:00，14:30-18:00；Saturday: 09:00-13:00.

澳門紅十字會學校 Macau Red Cross School

地址 Address:澳門新口岸宋玉生廣場 255-287 號中土大廈三樓 Alameda Dr. Carlos D'Assumpção No.255-287, Edifício China Civil Plaza, 3rd Floor, Macau
辦公時間 Office Hours: 星期一至五 Monday to Friday: 09:00-13:00，14:30-18:00；星期六 Saturday: 09:00-13:00

星期日及公眾假期休息 Closed on Sundays and Public Holidays

電話 Telephone:2838 8818

網址 Website: www.redcross.org.mo/school_firstaid.htm

電郵 E-mail: school@redcross.org.mo