

SUPPLEMENTARY PLACEMENT EXERCISE (SPE)

USER GUIDE ON ACCOUNT CREATION



IMPORTANT NOTES



- 1. SEAB's Candidates Portal (CP) is a self-help portal for Returning Singaporeans (RS) to keep track of their registration status and to receive test-related documents and notices in preparation to sit for the SPE.
- All applicants must first create an individual account in CP using their full personal particulars before they are able to register for the SPE. They should provide the following information for account creation:
 - a. Applicant's personal particulars (e.g., NRIC, Date of Birth)
 - b. A valid e-mail address (This email is required for 2FA.)
 - c. Local or Overseas contact number of self and Next-of-Kin.
- 3. Upon a successful account creation, applicants can log into CP via Singpass (for Singpass users) or Account Username and password (for non-Singpass users).
- Account creation does <u>not</u> guarantee a place in the SPE. However, applicants' personal details provided in account creation will be used for registration for the SPE and should not be amended.
- 5. Each applicant can only create <u>ONE</u> account. When multiple accounts of the same person are detected by the system, the applicant will not be able to enter the registration phase to secure a place for the SPE when registration commences on 1 November 2024.





Instructions to create an account

1. Use a valid personal email address to complete the following steps to create an account.

2. Access the Candidates Portal via https://myexams.seab.gov.sg/auth/login

- 3. From the Candidates Portal login page,
 - A. click on **Log in with Singpass** for student-applicants with a Singpass Account: or
 - B. click on **Create an Account** for student-applicants who do not have a Singpass Account.





A. For student-applicants with a Singpass Account, you can only create an account using Singpass.

If you are eligible for Singpass, you must register for SPE tests with your Singpass credentials. Please visit the Singpass website for details on how to register or activate your Singpass account before registering for the SPE tests.

- 1. You will be redirected to the <u>Singpass login page</u>. Launch your Singpass app and tap on the **Scan** button.
- 2. You will be prompted to use either of the following to verify your identity:
 - Fingerprint (for selected smartphones)
 - 6-digit passcode







- 3. Provide your details with one click on **Retrieve Myinfo** to save time and avoid errors in filling up the application form.
- 4. Upon successfully logging in using Singpass, you will be automatically directed back to the Candidates Portal login page.

 > Name > Hanyu Pinyin Name > NRIC/FIN > Sex 	
 Race Nationality Date of Birth Registered Address 	User will need to agree to retrieve data from MyInfo.
> Email > Mobile Number > Residential Status	
king the "I Agree" button permi	ts this digital service to retrieve your data based on the Terms of Use.



Upon successful login, you will be directed to Account Creation page with the profile details pre-filled.

ogin > Create Account Create Account Profile Details To verify that the candidate is eligible to create an account, please fill in the fields below and click on "Verify Candidate!	 Basic details under Profile Details will be filled with MyInfo.
Kome* Enter name D Type* Select ID type Date of Birth* School * Select school	ing Singaporeans, including those who tly attending immersion programme in stream schools, should select "Private ' for SPERS-Sec/SPE registration.
Verify Candidate Click Verify the rest of the Please fill up the rest of the fields to complete account creation.	Candidate for eligibility check before the editable particulars are enabled.
Hanyu Pinyin Name Enter hanyu pinyin name Gender * Select gender Race * Select race Citizenship Type * Select citizenship type	✓ ✓ Nationality Issue Date
PR Status* Fill Select PR status Fill Occupation not	in the rest of the particulars populated from MyInfo .
 Contact Information Next-of-kin Details Cancel Create Account 	dion iso 27001 i



All applicants are required to update their residential addresses to ensure that they remain contactable.

^	Contact Information			
	Email Address *			
	Enter email address			
	Re-enter Email Address *			
	Re-enter email address			
	Mobile No. *			
	Select country code V	Enter mobile no.		
	Set as preferred contact			
	Telephone No.			If you do not have a Singapore
	Select country code \lor	Enter telephone no.		If you do not have a singapore
	O Set as preferred contact			residential address, please enter
	Mailing Address (for addresses in Singapore) *			Postal Code: 000000 and click
	House/Blk No.			
	Street Name			'Get Address":
	Building Name			
	Floor Number			Unit No.
	Postal Code			
	Set as preferred address			
	 Next-of-kin Details 			
	Name *			
	Enter next-of-kin name			
	Relationship to Candidate *			
	Select relationship to candidate			~
	Emergency Contact No. *			
	Select country code 🗸	Enter emergency contact no.		
(Cancel Create Account	<		
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			Clic	k Create Account.
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Once your account is created, you need to log into the Candidates Portal using Singpass again.



Your account has been created. You may proceed to login using your SingPass.



Click **Back to Login** to Candidates Portal login page.

You can now sign in using your **Singpass**.



Once you have signed in, the next screen will prompt you to enter the One-Time Password (OTP) to be sent via Email or SMS (only for Singapore-registered mobile number).

Click **Submit** after keying in the OTP in the required field.



If you do not receive an OTP on your mailbox within 00:25 , please click on the 'Resend OTP' button here







If you are not eligible to hold a Singpass Account, you MUST create an account in the Candidates Portal using your NRIC. You will NOT be eligible for SPE if you use your passport details to create an account.

Login > Create Account Create Account Profile Details	Fill in the basic details under Profile Details.	
To verify that the candidate is eligible to create an account, please	ill in the fields below and click on "Verify Candidate".	
Enter name		
ID Type *	NBIC/EIN/Passnart Na *	
Select ID type	 Enter NRIC/FIN/Passport No. 	
Date of Birth * School * Select school	Click Verify Candidate for eligibility check before filling in the rest of the particulars.	
Please fill up the rest of the fields to complete account creation Personal Particulars Hanyu Pinyin Name Enter hanyu pinyin name Gender * Select gender Race * Select race Citizenship Type * Select citizenship type Nationality *	If eligible, fill in the remaining details, Contact Information and Next-of-Kin Details.	
Select nationality	~ D	
PR Status * Select PR status Occupation Select occupation	ب	
Contact Information Next-of-kin Details Cancel Create Account	Click Create Account.	
Soc	rec 150 22301 Certified Second Certification BC 2010 Certification BC 2010 Certification BC 2010 Certification Socorec 150 2000 Certificatio Socorec 150 20	

Once your account is created, an email will be sent to your valid personal email address with the Account Username and instructions to set your password. Please check your spam folder if you do not receive the email. This is the Username for all subsequent logins.



An Account Has Been Created in Candidates Portal For You

Dear test,

Your account has been created in the Candidates Portal The Username provided below is for your access to the portal. Username: gypd1929

Please click on the button below to set your password to complete the account creation process.



If you require any clarification, please contact us via this link.

Open the email that was sent to you and click on **Set Password** to set a password for your account. The system-generated Username cannot be changed.



After setting your password, you can now sign in using your system-generated Username and Password you have set.



Once you have signed in, the next screen will prompt you to enter the One-Time Password (OTP) sent via Email or SMS (only for Singapore-registered mobile number). Click **Submit** after keying in the OTP in the required field.

One-Time Password				
Email	SMS			
Enter the 6-digit One-Ti	me Password (OTP) se	nt to your email tes****@ho	otmail.com.	
Submit		Click Subm	nit.	
If you do not receive an Resend OTP	OTP on your mailbox w	rithin 00:25 , please click or	the 'Resend OTP' buttor	n here

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Applicants may submit your application from 1 November 2024.

The registration period for the SPE tests is as follows:

Exercise	Registration Period	
SPE	1 November 2024 from 9.00 a.m. SGT to 15 November 2024 12 noon SGT	

Important Note:

All vacancies are on a first-come, first-served basis. Registration may close early when all vacancies for the SPE tests are filled. Applicants are required to complete all the mandatory fields. Incomplete forms and forms with inaccurate information will be void, resulting in ineligible status of your registration.

Useful Contact:

For technical assistance please raise a case using the online form in CP under Non-national exams. You may email SEAB at <u>SEAB_SPERS_SPE@seab.gov.sg</u> for urgent cases.

For more information, please visit MOE's website at <u>https://www.moe.gov.sg/returning-singaporeans/returning-to-singapore/secondary/spe</u> or contact MOE Customer Service Centre at +65 6872 2220.



SPE Journey Map Important Dates



1 November 2024 SPE Application Opens

CP will open SPE registration site from 9.00 a.m. SGT onwards





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15 November 2024

SPE Application Closes CP will close the SPE registration site at 12 noon SGT

4 December 2024

SPE Tests

Applicants will sit for an English Language test and a Mathematics test.



February 2024

Outcome Release by MOE Outcome of the SPE will be released online.

