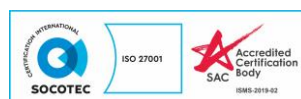# SCHOOL PLACEMENT EXERCISE FOR RETURNING SINGAPOREANS - SECONDARY (SPERS-SEC)
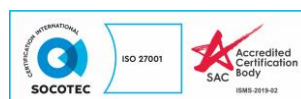
USER GUIDE
ON ACCOUNT CREATION

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 2024 SPERS-Sec.

2. All applicants **must first create an individual account in CP** using their full personal particulars before they are able to register for the 2024 SPERS-Sec. 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).

4. Account creation does <u>not</u> guarantee a place in the 2024 SPERS-Sec. However, **applicants' personal details** provided in account creation will be used for registration for the 2024 SPERS-Sec 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 2024 SPERS-Sec when registration commences on 10 July 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
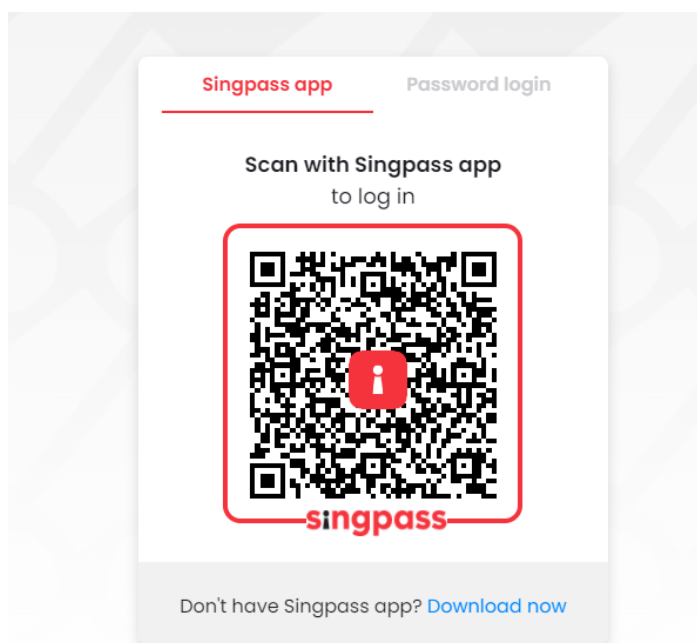   B. click on **Create an Account** for student-applicants who do not have a Singpass Account.

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 SPERS-Sec 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 SPERS-Sec 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

<table>
<tr>
<td>

Singpass app   Password login

Scan with Singpass app
to log in

[QR code with singpass logo]

singpass

Don't have Singpass app? Download now

</td>
<td>

User will be directed to **Singpass** login page

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Login with **Singpass**
- Fingerprint or
- 6-digit passcode

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SOCOTEC   ISO 22301   SAC Accredited Certification Body BC-2010-01   SOCOTEC   ISO 27001   SAC Accredited Certification Body ISMS-2019-02

The Singapore Public Service: Integrity, Service, Excellence

A. For student-applicants with a Singpass Account.

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.

singpass

Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from Singpass, for the purpose of form filling.

> Name
> Hanyu Pinyin Name
> NRIC/FIN
> Sex
> Race
> Nationality
> Date of Birth
> Registered Address
> Email
> Mobile Number
> Residential Status

User will need to agree to retrieve data from **MyInfo.**

Clicking the "I Agree" button permits this digital service to retrieve your data based on the Terms of Use.

Cancel   I Agree

A. For student-applicants with a Singpass Account.

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

Login > 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'.

Name *

Enter name

ID Type *

Select ID type

Date of Birth *

School *

Select school

Verify Candidate

Basic details under **Profile Details** will be filled with MyInfo.

All Returning Singaporeans, including those who are currently attending immersion programme in MOE mainstream schools, should select "Private Individual" for SPERS-Sec/SPE registration.

Click **Verify Candidate** for eligibility check before the rest of the editable particulars are enabled.

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 *

Select nationality

Nationality Issue Date

PR Status *

Select PR status

Occupation

Select occupation

Fill in the rest of the particulars not populated from **MyInfo**.

Contact Information

Next-of-kin Details

Cancel   Create Account

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 ▾] [Enter mobile no.]

⦿ Set as preferred contact

Telephone No.

[Select country code ▾] [Enter telephone no.]

○ Set as preferred contact

ⓘ **Address Guidelines**

- Enter **Postal Code** and click **"Get Address"** to automatically populate the Block number and Street name. Then, proceed to enter the floor and unit number, if applicable.
- **House/Block No.** first character must be **number.**
- **Street Name** first character must be **alphabet letter.**

Mailing Address (for addresses in Singapore) *

[House/Blk No.]

[Street Name]

[Building Name - Optional]

[# Optional] [- Optional]

Singapore [Postal Code] [Get Address]

⦿ Set as preferred address

> If you do not have a Singapore residential address, please enter **Postal Code: 000000** and click 'Get Address":

Next-of-kin Details

Name *

[Enter next-of-kin name]

Relationship to Candidate *

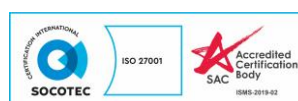[Select relationship to candidate ▾]

Emergency Contact No. *

[Select country code ▾] [Enter emergency contact no.]
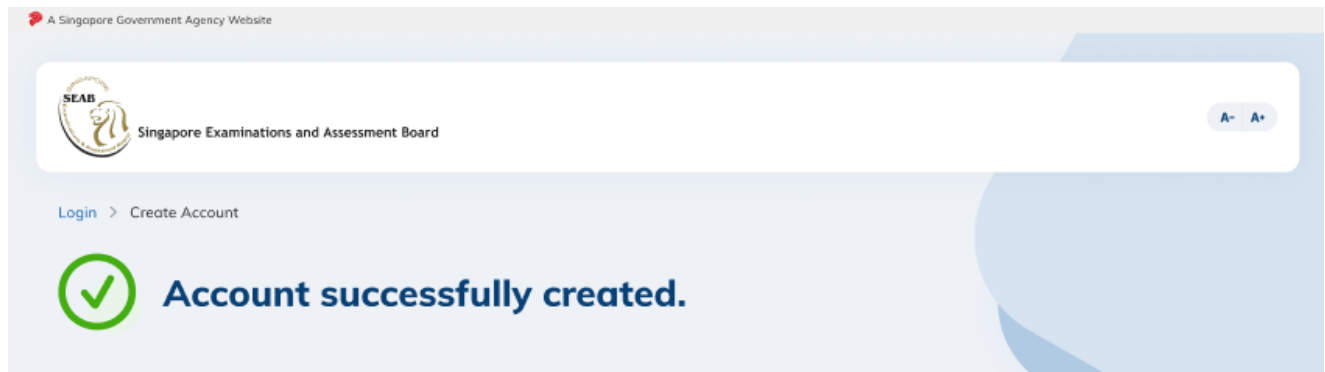
[Cancel] [**Create Account**]

> Click **Create Account.**

A.   For student-applicants with a Singpass Account.

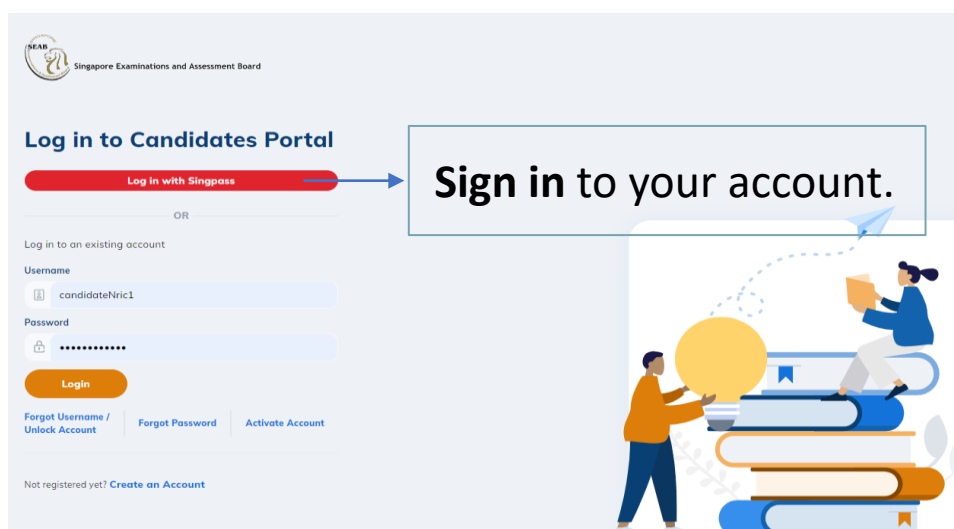Once your account is created, you need to log into the Candidates Portal using Singpass again.

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

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

Sign in to your account.

A.   For student-applicants with a Singpass Account.

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.

One-Time Password

Email   SMS

Enter the 6-digit One-Time Password (OTP) sent to your email tes****@hotmail.com.

[OTP]

Submit ⟶ Click **Submit.**

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

[Resend OTP]

B.   For student-applicants without a Singpass Account.

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 SPERS-Sec if you use your passport details to create an account.**

Login > 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'.

Name *

Enter name

ID Type *   NRIC/FIN/Passport No. *

Select ID type   Enter NRIC/FIN/Passport No.

Date of Birth *

School *

Select school

Verify Candidate

> Fill in the basic details under **Profile Details.**

> 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 *   Nationality Issue Date

Select nationality

PR Status *

Select PR status

Occupation

Select occupation

> If **eligible**, fill in the remaining details, Contact Information and Next-of-Kin Details.

Contact Information

Next-of-kin Details

Cancel   **Create Account**

> Click **Create Account.**

B.   For student-applicants without a Singpass Account.

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.

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.

B.   For student-applicants without a Singpass Account.

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.

Applicants may submit your application from 10 July 2024.

The registration period for the 2024 SPERS-Sec tests is as follows:

Exercise	Registration Period
SPERS-Sec	10 July 2024 from 10.00 a.m. SGT to 23 July 2024 1.00 p.m. SGT

Important Note:

All vacancies are on a first-come, first-served basis. Registration may close early when all vacancies for the SPERS-Sec 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 SEAB_SPERS_SPE@seab.gov.sg for urgent cases.

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

SPERS-Sec Journey Map

Important Dates

1

10 July 2024

SPERS-Sec Application Opens

CP will open SPERS-Sec registration site from 10.00 a.m. SGT onwards.

2

23 July 2024

SPERS-Sec Application Closes

CP will close the SPERS-Sec registration site at 1.00 p.m. SGT.

3

3 & 4 September 2024

SPERS-Sec Tests (S1: 3 Sep, S2 & S3: 4 Sep)

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

4

December 2024

Outcome Release by MOE

Outcome of the SPERS-Sec will be released online.

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