



**ADMISSIONS EXERCISE
FOR INTERNATIONAL STUDENTS (AEIS)

INSTRUCTIONS TO CANDIDATES**

SINGAPORE EXAMINATIONS AND ASSESSMENT BOARD

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Candidates must **read and comply** with the following instructions, rules and regulations for AEIS. For queries, please contact the Ministry of Education (MOE) at +65 6872 2220.

GENERAL INSTRUCTIONS

1. Registered candidates should receive an email from the Singapore Examinations & Assessment Board (SEAB) informing them to retrieve and download **their personalised Entry Proof** about two weeks before the start of the test. This email will be sent to the email address submitted during account creation.
2. **This set of instructions** and the **personalised Entry Proof** can be retrieved and downloaded from their personal account in SEAB's Candidates Portal (CP).
 - i. To access the **personalised entry proof**, follow these steps: *Log in to CP > Getting Ready for Exams > Registered Exams > View Registration > Under Entry Proof, click Download.*
 - ii. To retrieve **this set of instructions**, follow these steps: *Log in to CP > Getting Ready for Exams > Useful Information > Select 'AE'.*
3. The Entry Proof states the candidate's index number, admission level, test schedule, and test venue.
4. The Entry Proof is required for entry into the test venue and for identification purposes. Only candidates with a valid Entry Proof can enter the test venue.
 - i. During reporting, parents/guardians are not allowed to enter the test venue.
 - ii. During dismissal, ONE adult of each primary-level candidate is allowed into the test venue waiting area and queue according to the Seat Number indicated on the Entry Proof to wait for their child/children.
5. For Secondary-level candidates, there will be a lunch break of 60 minutes before the start of the English Language paper. During this break, all candidates will be dismissed from the hall. **Secondary-level candidates must report back to the exam hall by 1330 hour for the English Language Paper in the afternoon.**
6. Candidates may have their photo images captured in the test venue. The images captured may be used for identity verification.

7. Candidates are to bring their own pens, pencils and sharpener, erasers, rulers, and mathematical instruments. No calculators are allowed. The mathematical instruments required for the various levels are stated below:

Entry Level(s)	Mathematical Instrument(s)
Primary 2 and 3	Ruler
Primary 4	Ruler, Set-square and Protractor
Primary 5 (not applicable for S-AEIS)	Ruler, Set-square and Protractor
Secondary 1	Ruler, Set-square and Protractor
Secondary 2	Ruler, Set-square, Protractor and Compasses
Secondary 3 (not applicable for S-AEIS)	Ruler, Set-square, Protractor and Compasses

8. **Stationery must be placed in a clear plastic folder without any labelling with texts in English language.**

ATTIRE

9. Candidates should be **appropriately attired** (e.g. t-shirt, jeans/pants, covered shoes) when they present themselves for the test. Candidates donned in inappropriate attire or footwear will not be allowed into the hall.
10. Any forms of headwear are prohibited in the test hall for security reasons.

BEHAVIOUR

11. Candidates who deliberately breach any of the instructions, rules, and regulations of the test (e.g., found guilty of improper conduct or misbehaviour during the test) may be prohibited from taking the test, expelled from the test venue and/or refused entry for subsequent tests and/or have his/her test outcome cancelled.
12. The authority takes a serious view on any form of malpractices. Malpractice refers to actions of candidates which go against the test rules and regulations. Examples of malpractice include impersonation, collusion, or attempted collusion with other persons, bringing unauthorised materials into the test venue, copying from another candidate, submission of another person's work as if it were the candidate's own and plagiarism.
13. With regards to malpractice cases, MOE reserves the right to rescind a place offered to a candidate who is successful in AEIS and subsequently posted to a school.
14. Any candidate found to have committed impersonation, collusion, or attempted collusion with other persons for the AEIS will be reported to the Police.
15. Candidates may be expelled from the test venue, refused entry for subsequent tests, and/or have his/her tests cancelled if he/she:
- i. commits an act of dishonesty;

- ii. attempts to obtain or offer any form of wrongful assistance to another candidates;
- iii. copies from another candidate or allows his/her answers to be copied by another candidate;
- iv. possesses books, notes, memoranda, or any other reference materials not authorised for use in the test;
- v. possesses electronic devices (e.g., pocket PC, PDA), communication devices (e.g., mobile phones, smart watches) and computerised aids (e.g., computerised wristwatches) capable of storing and displaying visual and verbal information;
- vi. removes from the test venue any question paper or used/unused writing paper; or
- vii. is found to have unauthorised notes/information including test questions written on areas other than the answer booklet issued by the invigilator.

WITHDRAWAL AND REFUND

16. No refund of the fees will be made to candidates who
 - withdraw from the AEIS test, or
 - have taken any part of the AEIS test.

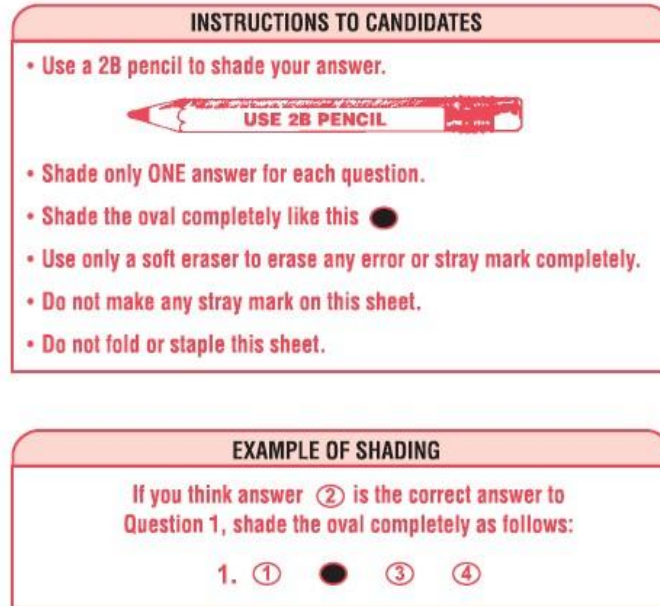
INSTRUCTIONS FOR COMPLETION OF TEST PAPERS

17. It is **compulsory** for candidates to sit for **all** the test papers.
18. For each subject, there are multiple-choice questions (MCQ) and open-ended (OE) questions.
19. Candidates are to write their index number on the cover page of all booklets given.

(A) Multiple-Choice Questions (MCQ)

20. Candidates will be issued their personalised Optical Answer Sheet (OAS) together with the question paper.
21. All MCQ answers must be shaded on the OAS.
22. Candidates are to **use a 2B pencil** to shade their answers on the OAS. **Candidates should shade the oval completely and firmly** so that their answers can be clearly read.
23. Only **one** oval should be shaded for every MCQ question. **Multiple shaded ovals for a single MCQ question will be marked wrong.**
24. Candidates should **use a soft eraser** if they wish to change their answers. Erase the shaded answer completely before shading a new oval.

25. Candidates should not crumple, fold, tear, wet, damage or make any unnecessary marks on any part of the OAS.
26. The image below shows a portion of the OAS that candidates will receive. It serves as a guide to show candidates how to handle and correctly shade the ovals in the OAS.



(B) Questions that require candidates to provide their answers in the booklet

27. Candidates are to write their answers legibly in **black or dark blue pen** in the spaces provided.
28. Candidates should not write any answers along the left and right margins of the booklets.
29. For English Language Composition,
- Candidates are not required to copy any questions onto the answer booklet. Only the question number (including the alpha character, if any) is required to be written in answer booklet.
 - Candidates should leave one line between the answers.
 - Candidates should write on both sides of the writing paper unless otherwise specified in the instructions.
 - Candidates should not, at any time, fold their writing paper.
 - Candidates should not divide the page into columns.

TEST REGULATIONS

(A) Identification Documents

30. Candidates are to **bring along a printout of their Entry Proof and a photocopy of their passport data page** to the test venue for verification. Do not bring the hardcopy passport.
31. Candidates are not to write anything on their Entry Proof or on the photocopy of their passport.
32. Candidates are to place their Entry Proof and the photocopy of their Passport on their desks for verification.

(B) Use of Calculators and Dictionaries

33. Candidates are **not allowed** to use calculators and any print or electronic dictionary, including translation version, for both English Language and Mathematics test papers.

(C) Sitting for Tests

Before the Test

34. The start time and end time for all tests will be indicated in the test hall. The duration of each test includes reading time. No extra time will be given for reading.
35. Candidates are to report at least 45 minutes before the start of the test. The test hall will be closed for entry 15 minutes before the start of the test. No parents are allowed to enter the test hall.
36. Candidates must be seated at the assigned desk at least 15 minutes before the commencement of each test.
37. Candidates who are late without a valid reason will not be given extra time. If a candidate reports after the end of the test, he/she will be marked as absent for the paper and will receive an "Absent" grade for the subject.
38. Candidates are to **switch off all electronic or communication devices** (e.g., mobile phone, etc.) before placing them in their bags together with their personal belongings. All bags will be placed at a designated area in the test hall. **Any devices that produce ringing chimes during the tests will be removed immediately from the test venue as it causes disturbances to other candidates.**
39. SEAB will not be responsible for any loss of or damage to the candidates' belongings.

During the Test

40. Candidates must not, under any circumstances, communicate (verbally or non-verbally) with anyone during the test.
41. Candidates must read and **comply** with the instructions printed on the cover page of each question paper and answer booklet.
42. Candidates must inform the invigilator immediately if they are:

- i. issued a wrong question paper;
 - ii. issued a question paper that does not contain the number of pages or questions specified on the cover page; or
 - iii. not issued supplementary materials (such as optical answer sheet or composition answer booklet) as stated on the cover page of the question paper.
43. Candidates must not leave their own seat without the permission of the invigilator. They should raise their hands and patiently wait for permission to be granted.

At the End of the Test

44. Candidates must stop writing and close the answer booklet immediately when instructed by the invigilator.
45. Candidates must remain seated at their assigned desk, face the front and not communicate (verbally or non-verbally) with other candidates while the test materials are collected.
46. All question papers, used/unused papers, answer booklets and OAS must be returned to the invigilator at the end of each paper. No test materials should be taken out of the test venue.

RELEASE OF RESULTS

47. The results release dates will be made available on MOE’s website.
48. Candidates should visit the MOE website for instructions on how to view their results. The results will be released via the AEIS Internet System. Please note that results cannot be viewed via CP.

	AEIS
Results release	Usually in December of the test year
	via AEIS Internet System – link will be made available on MOE’s website.

49. For more information, please visit the MOE website.
 AEIS: <https://www.moe.gov.sg/international-students/aeis>

UNEXPECTED SITUATIONS

50. Candidates who are suffering from any contagious disease (e.g., chicken pox) are not allowed to sit for the tests. Such candidates should call Ministry of Education, Customer Service Centre Hotline, at +65 6872 2220 to inform of their condition.