



# **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.
2. 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).
4. Account creation does not 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 ONE 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.



## 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.

*For applicants without a Singpass account, skip to page 11.*

SEAB Singapore Examinations and Assessment Board

### Log in to Candidates Portal

**Log in with Singpass**

Log in with MIMS (For MOE users)

OR

For non-Singpass or non-MIMS holder, please log in using an existing account

Username

Username

Password

Password

Login **Create an Account**

[Forgot Username](#) [Forgot Password](#) [Activate Account](#) [Unlock Account](#)

**Click for School Candidate Payment**

For school candidate making payment, no log in is required

3

Stage 1

# Account Creation



10 to 15 minutes  
to complete

**For Student Applicants  
with a Singpass Account**



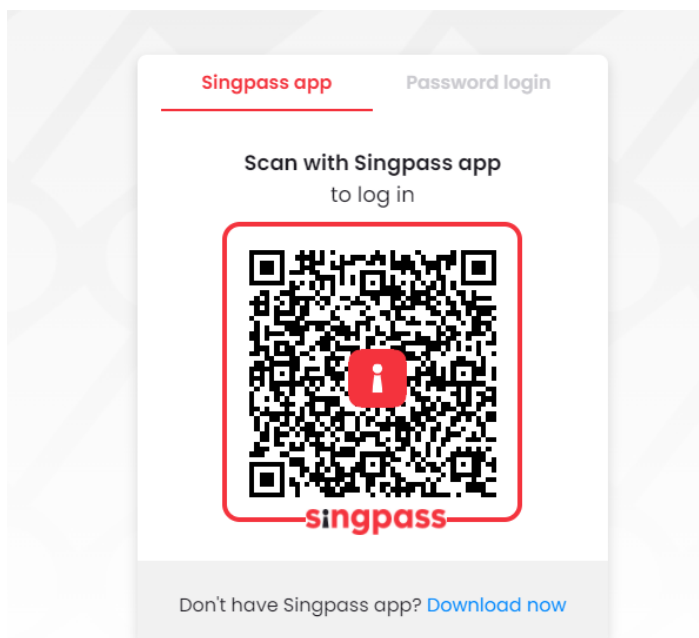
## a) For student applicants with a Singpass Account

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.*

After clicking on **Log in with Singpass** on the Candidates Portal login page,

1. You will be redirected to the Singpass login page. Launch your Singpass app and tap on the **Scan** button.
2. Scan the QR code shown on the screen.
3. You will be prompted to use either of the following to verify your identity:
  - Fingerprint (for selected smartphones), or
  - 6-digit passcode



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

2. Scan the QR code shown on the screen.

3. Log into **Singpass** with  
- Fingerprint, or  
- 6-digit passcode



a) For student applicants with a Singpass Account

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

The screenshot shows the Singpass interface. At the top, the Singpass logo is displayed. Below it, a message states: "Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient." This is followed by a bolded statement: "This digital service is requesting the following information from Singpass, for the purpose of form filling." A list of data points is shown with expandable arrows: Name, Hanyu Pinyin Name, NRIC/FIN, Sex, Race, Nationality, Date of Birth, Registered Address, Email, Mobile Number, and Residential Status. A text box with a blue arrow points to the "I Agree" button, stating: "User will need to agree to retrieve data from **MyInfo**." At the bottom, there are two buttons: "Cancel" and "I Agree". A red box highlights the "I Agree" button. Below the buttons, a small note reads: "Clicking the 'I Agree' button permits this digital service to retrieve your data based on the [Terms of Use](#)."



## a) For student applicants with a Singpass Account

At the Account Creation page, you should see that your profile details have been pre-filled.

The screenshot shows the 'Create Account' page with the following elements:

- Profile Details:** A section containing pre-filled fields for Name, ID Type, Date of Birth, and School. A blue arrow points from this section to a callout box.
- Callout Box 1:** "Basic details under **Profile Details** will be filled with MyInfo."
- Callout Box 2:** "All Returning Singaporeans, including those who are currently attending immersion programme in MOE mainstream schools, should select **Private Individual**" for SPERS-Sec/SPE registration." A blue arrow points from the 'ID Type' field to this box.
- Verify Candidate Button:** A red-bordered button labeled 'Verify Candidate'. A blue arrow points from it to a callout box.
- Callout Box 3:** "6. Click on **Verify Candidate** for an eligibility check. This is a required step before you can fill in/ edit the rest of your particulars."

The screenshot shows the 'Personal Particulars' section of the account creation page with the following elements:

- Personal Particulars:** A section containing fields for Hanyu Pinyin Name, Gender, Race, Citizenship Type, Nationality, PR Status, and Occupation. A blue arrow points from the 'Nationality' field to a callout box.
- Callout Box 4:** "7. Fill in the rest of the particulars not populated from MyInfo."
- Contact Information:** A section containing fields for Contact Information.
- Next-of-kin Details:** A section containing fields for Next-of-kin Details.
- Buttons:** 'Cancel' and 'Create Account' buttons at the bottom.



### a) For student applicants with a Singpass 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

Mailing Address (for addresses in Singapore) \*

House/Blk No.

Street Name

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.

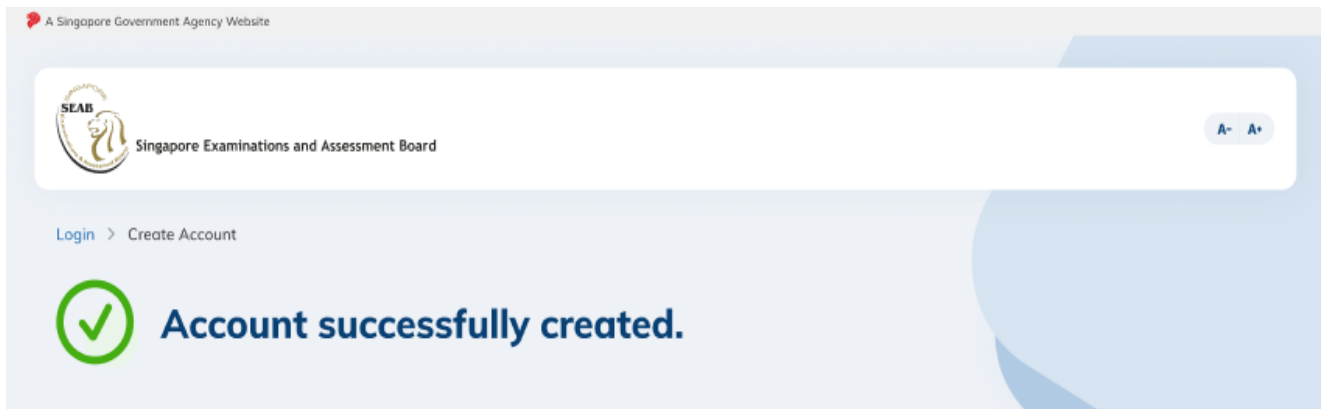
If you do not have a Singapore residential address, please enter **Postal Code: 000000** and click **'Get Address'**:

**8. Click Create Account.**



## a) For student applicants with a Singpass Account

Upon successful creation of the account, you will see the image below.



### Account Created

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



9. Click on **Back to Login** to return to the Candidates Portal login page.

You have completed creating your Candidates Portal account!



### a) For student applicants with a Singpass Account

1. Click on **Log in with Singpass** to sign in to Candidates Portal.

*You can only use Singpass to log into Candidates Portal.*

**Log in to Candidates Portal**

**Log in with Singpass**

Log in with MIMS (For MOE users)

OR

For non-Singpass or non-MIMS holder, please log in using an existing account

Username

Username

Password

Password

Login Create an Account

[Forgot Username](#) [Forgot Password](#) [Activate Account](#) [Unlock Account](#)

2. Once you have signed in, the next screen will prompt you to enter the One-Time Password (OTP) which will be sent via Email or SMS (only for Singapore-registered mobile number).
3. 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

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

Resend OTP

Stage 1

# Account Creation



10 to 15 minutes  
to complete

## **For Student Applicants without a Singpass Account**



## 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 (also known as National ID number)**.

You will **NOT** be eligible for SPE if you use your passport details to create an account.

The screenshot shows the 'Create Account' page with the following steps highlighted:

- 1. Fill in the basic details under Profile Details.** This step points to the 'Profile Details' section, which includes fields for Name, ID Type (with a dropdown for NRIC/FIN/Passport No.), Date of Birth, and School. A 'Verify Candidate' button is highlighted with a red box.
- 2. Click **Verify Candidate** for an eligibility check before filling in the rest of the particulars.** This step points to the 'Verify Candidate' button.
- 3. If **eligible**, fill in the remaining details, Contact Information and Next-of-Kin Details.** This step points to the 'Personal Particulars' section, which includes fields for Hanyu Pinyin Name, Gender, Race, Citizenship Type, Nationality, PR Status, and Occupation.
- 4. Click **Create Account**.** This step points to the 'Create Account' button at the bottom of the page, which is highlighted with a red box.

**b) For student applicants without a Singpass Account**

5. An email will be sent to your **valid personal email address** with the following:

- **Account Username (This is the Username for all subsequent logins.)**
- **Instructions to set your password.**

*Please check your spam folder if you did not receive the email.*

6. Click on **Set Password** to set a password for your account. **Please note that the system-generated Username cannot be changed.**

7. Set a password for your Candidates Portal account.

You have completed creating your Candidates Portal account!



## b) For student applicants without a Singpass Account

To sign in to your account,

1. Enter your system-generated Username and Password you have set.
2. Click **Login**.

Singapore Examinations and Assessment Board

### Log in to Candidates Portal

Log in with Singpass

OR

Log in to an existing account

Username  
candidateNric1

Password  
.....

Login

[Forgot Username / Unlock Account](#) | [Forgot Password](#) | [Activate Account](#)

Not registered yet? [Create an Account](#)

3. The next screen will prompt you to enter the One-Time Password (OTP) sent via Email or SMS (only for Singapore-registered mobile number).
4. 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

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

Resend OTP



The registration period for the SPE tests is as follows:

Exercise	Registration Period
SPE	4 November 2026, 9.00 a.m. SGT to 13 November 2026, 4.30 p.m. SGT

**Important Note:**

**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 [www.go.gov.sg/cp-nonnex-seab](http://www.go.gov.sg/cp-nonnex-seab). For other queries, you may contact us by completing this form [www.go.gov.sg/askus-seab](http://www.go.gov.sg/askus-seab).

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