



# SUPPLEMENTARY PLACEMENT EXERCISE (SPE)

## USER GUIDE ON ACCOUNT CREATION

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# 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 on 1 November 2023.





## 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.

The screenshot shows the SEAB Singapore Examinations and Assessment Board login page. The page title is "Log in to Candidates Portal". There are two main paths: "Log in with Singpass" (highlighted with a red box and an arrow pointing to the instruction "Click on Log in with Singpass.") and "Create an Account" (highlighted with a red box and an arrow pointing to the instruction "Click on Create an Account."). The "Create an Account" link is located under the "Not registered yet" section. The page also includes fields for Username (example: candidateNric1) and Password, and buttons for "Login", "Forgot Username / Unlock Account", "Forgot Password", and "Activate Account". An illustration of a person sitting on a stack of books is visible on the right side of the page.

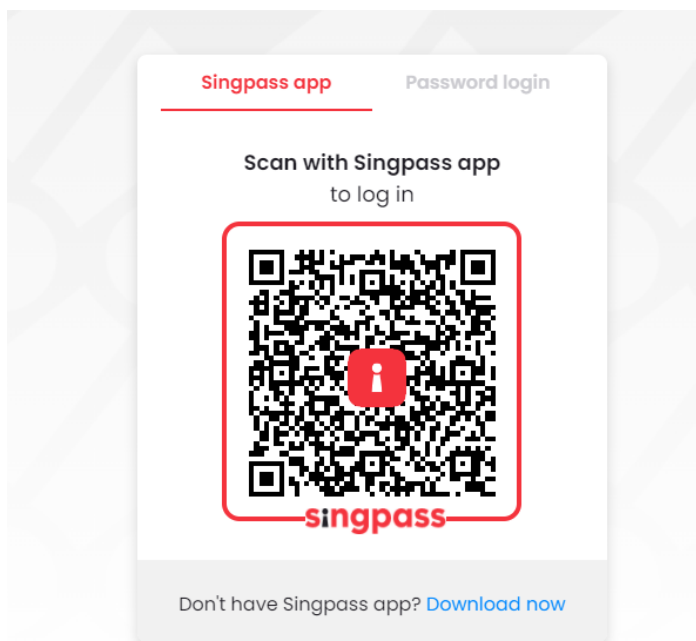




## A. For student-applicants with a Singpass Account, you can only create an account using Singpass.

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.

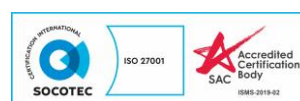
1. You will be redirected to the [Singpass login page](#). Launch your Singpass app and tap on the **Scan** button.
2. You will be prompted to use either of the following to verify your identity:
  - Fingerprint (for selected smartphones)
  - 6-digit passcode



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

Login with **Singpass**

- Fingerprint or
- 6-digit passcode



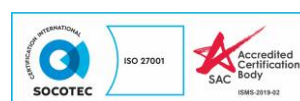


## A. For student-applicants with a Singpass Account.

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.

The screenshot shows the Singpass interface with the following text and elements:

- singpass** logo at the top.
- Text: "Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient."
- Text: "This digital service is requesting the following information from Singpass, for the purpose of form filling."
- A list of data fields to be retrieved:
  - > Name
  - > Hanyu Pinyin Name
  - > NRIC/FIN
  - > Sex
  - > Race
  - > Nationality
  - > Date of Birth
  - > Registered Address
  - > Email
  - > Mobile Number
  - > Residential Status
- A text box with a blue arrow pointing to the "I Agree" button: "User will need to agree to retrieve data from **MyInfo**."
- Text: "Clicking the 'I Agree' button permits this digital service to retrieve your data based on the [Terms of Use](#)."
- Two buttons: "Cancel" (white) and "I Agree" (red).





## 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 \*  
[Calendar icon]

School \*  
Select school

**Verify Candidate**

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  
[Calendar icon]

PR Status \*  
Select PR status

Occupation  
Select occupation

**Contact Information**

**Next-of-kin Details**

Cancel Create Account

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.

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





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

Postal Code

Set as preferred address

If you do not have a Singapore residential address, please enter the following:

**House/Blk No: '1'**

**Street Name: 'NA'**

**Postal Code: '000000'**

Unit No.

### ^ Next-of-kin Details

Name \*

Enter next-of-kin name

Relationship to Candidate \*

Select relationship to candidate

Emergency Contact No. \*

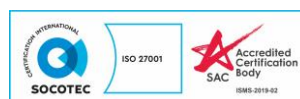
Select country code

Enter emergency contact no.

Cancel

Create Account

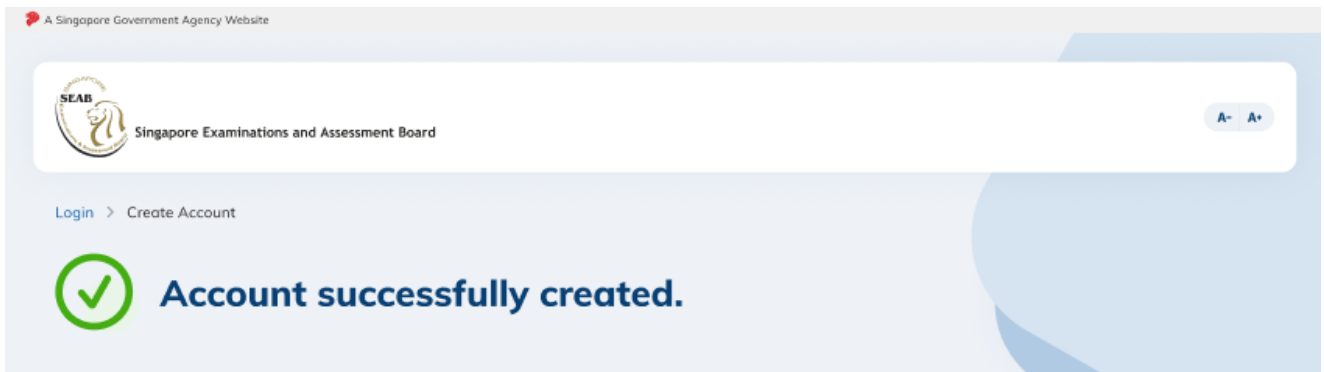
**Click Create Account.**





## A. For student-applicants with a Singpass Account.

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



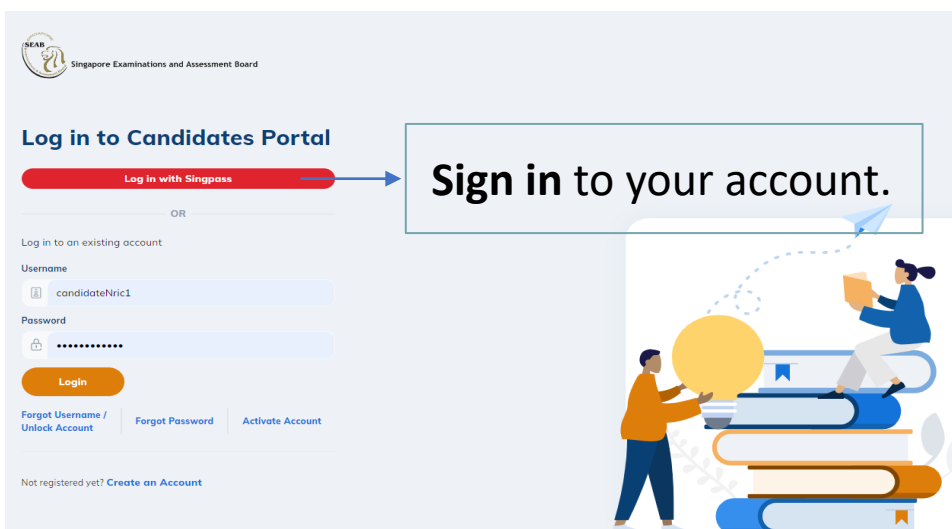
### Account Created

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

Back to Login

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

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







## 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.

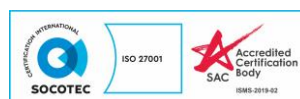
OTP

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 SPE 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 \*

Select nationality Nationality Issue Date

PR Status \*

Select PR status

Occupation

Select occupation

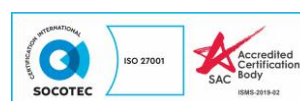
**Contact Information**

**Next-of-Kin Details**

**Cancel** **Create Account**

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

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.**

**SEAB**  
Singapore Examinations and Assessment Board

### 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.

**Set Password** → **Click Set Password.**

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.**





## 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.

NEAB 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](#)

Sign in to your account.

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-Time Password (OTP) sent to your email tes\*\*\*\*@hotmail.com.

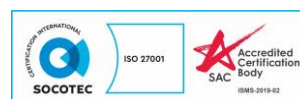
OTP

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





Applicants may submit your application from 1 November 2023.

The registration period for the SPE tests is as follows:

Exercise	Registration Period
SPE	1 November 2023 from 9.00 a.m. SGT to 13 November 2023 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 [SEAB\\_SPERS\\_SPE@seab.gov.sg](mailto: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/secondary/spe> or contact MOE Customer Service Centre at +65 6872 2220.



# SPE Journey Map

Important Dates



1

## 1 November 2023

### SPE Application Opens

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



2

## 13 November 2023

### SPE Application Closes

CP will close the SPE registration site at 12 noon SGT



3

## 6 December 2023

### SPE Tests (Secondary levels)

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



4

## February 2024

### Outcome Release by MOE

Outcome of the SPE will be released online.

