General Information and Regulations for Application for Approval of Dictionaries (including e-Dictionaries) for Use in National Examinations

Publishers/vendors who wish to obtain approval for a dictionary (including e-dictionary) for use in national examinations are to submit the completed application form and 2 copies of the dictionary to the Singapore Examinations and Assessment Board.

1. Fees

   Printed dictionary: $642 (inclusive of 7% GST)
   e-Dictionary: $963 (inclusive of 7% GST)

   The fee is valid for this year and subject to change and the prevailing GST rate.
   All payments are non-refundable.

2. Evaluation Criteria

   a) The dictionary should be monolingual and not bilingual, except for some not so commonly used technical terms.
   b) The use of pictures in the dictionary should be minimal.
   c) The language used in the dictionary should be of an appropriate level and standard.
   d) The explanations and examples of words in the dictionary are appropriate. They should not make the testing of composition writing invalid or meaningless.

   Additional requirements for e-dictionary

   a) Audio output should be via earphones only and the device should not have any speaker output.
   b) There should be NO storage function which can allow users to input and store data.
   c) The user manual is to be submitted together with the e-dictionary.

3. Validity Period

   SEAB updates the list of approved dictionaries yearly in January.

   Approval for use in national examinations is valid only for 5 years for a specific edition/version starting from the examination year following the year of application.

   Vendors need to apply for an extension of the validity period of the approved dictionaries 5 months before the expiry date.

   Applications should be submitted before 1st of August to ensure that the processing can be done in time for the yearly update of the list of approved dictionaries. Please note that there is an administrative fee of $107.00 (including GST) per printed dictionary and/or e-dictionary.

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1 For e-dictionary, two copies of the e-dictionary and two copies of the user manual should be submitted.
4. **Obligations of Vendors**

   Approval given is subject to the following conditions:

   a) no modification/update is to be made to the approved dictionary;
   b) the approved dictionaries can be easily purchased in shops in Singapore;
   c) contact information (phone and postal address) given to SEAB is up-to-date and vendors shall respond to any queries from SEAB within 2 weeks.

5. **Withdrawal of Approval**

   Failure to comply with the above mentioned obligations may result in withdrawal of the approval. SEAB will withdraw the approval if there is a need to do so due to a change in the policy, syllabus or examination format.

6. **Application Form**

   Send in your completed application form (Annex A) together with **2 copies** of the dictionary/e-dictionary and any additional information to support the application as well as payment (in cheque or through direct credit) to:

   
   **Singapore Examinations and Assessment Board**  
   **Blk A, Assessment Planning and Development**  
   **298 Jalan Bukit Ho Swee**  
   **Singapore 169565**  
   **Attention: Julie Bte Md Zahdi**

   Vendors will be informed of the outcome of their application before the end of November.

   You may contact Julie Md Zahdi at 6377 7754 or email her at juliestianingseh_md_zahdi@seab.gov.sg for further enquiries.
APPLICATION FOR APPROVAL OF DICTIONARY (INCLUDING e-DICTIONARY) FOR USE IN NATIONAL EXAMINATIONS

- An applicant will need the relevant company information and payment mode to complete this form.
- The estimate time to complete the form is 20 minutes.
- Applicant must read the General Information and Regulations for Application for Approval of Dictionaries (including e-Dictionaries) for use in National Examinations and in the submission of this application is agreeable to the regulations.

1 Contact Details

<table>
<thead>
<tr>
<th>Company’s Name :</th>
<th>Contact Person :</th>
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<tr>
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<tr>
<td>Company’s Address :</td>
<td>Contact No :</td>
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<tr>
<td>Singapore ( )</td>
<td>Fax No :</td>
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<td></td>
<td>Email :</td>
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2 Details of Dictionary

<table>
<thead>
<tr>
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<th>Examination Level</th>
<th>Language (Chinese/Malay/Tamil)</th>
<th>Publisher/Vendor</th>
<th>Version/Edition (Year)</th>
<th>Type</th>
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+ If there is any additional information to support this application, please attach it with this application.

3 Payment

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
<th>Please tick (√) as appropriate.</th>
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</thead>
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<tr>
<td>Printed Dictionary</td>
<td>$642.00</td>
<td>Cheque no</td>
</tr>
<tr>
<td>e-Dictionary</td>
<td>$963.00</td>
<td>Extention $107.00</td>
</tr>
</tbody>
</table>

(The fee is valid for the year and subject to change and the prevailing GST rate)

FOR OFFICIAL USE ONLY

This is to acknowledge receipt of the above payment and dictionaries

Reference No.:__________________________________________

Signature:_______________________________________________

Name & designation:________________________________________

Date:_____________________________________________________

Updated as at 4 May 2015