
Application for Approval of Dictionaries

5/6/2024

1 Approvals for dictionaries to be used in the national examinations

1.1 Distributors/vendors seeking approval for new models of dictionaries and e-dictionaries to be used in the national examinations or seeking re-approval on existing models of dictionaries and e-dictionaries that are expiring at the end of this year i.e. 2024 will need to submit their applications to Singapore Examinations and Assessment Board (SEAB) between 5 June and 5 August 2024. **Applications received after 5 pm, 5 August 2024 will not be considered.**

1.2 Each approval (including re-approval) to a specific edition or version of a dictionary/ e-dictionary is **valid for only five (5) years**. The five-year period starts from the examination year, after the year of approval.

1.3 For **new** application, please submit the completed [Form-SG](#) online and the required items below personally at our office (298 Jalan Bukit Ho Swee, Singapore 169565):

***Required Items**

- i) two copies of the dictionary/e-dictionary
- ii) user manuals and any additional information e.g. Authorisation of Distribution to support the application.

1.4 For **re-approval**, please submit **only** the completed [FormSG](#) and additional information (if any) to support the application.

1.5 The following fees will apply, where applicable:

<i>New Application</i>	Printed Dictionary	e-Dictionary
Application Fee	\$600.00	\$900.00
9% GST	\$ 54.00	\$ 81.00
Nett Amount Payable (inclusive of GST)	\$654.00	\$981.00

<i>Re-approval</i>	Printed Dictionary	e-Dictionary
Administrative Fee		\$100.00
9% GST		\$ 9.00
Nett Amount Payable (inclusive of GST)		\$109.00

1.6 **Payment Method:**

Via Paynow or Credit Card. All payments made are non-refundable.

1.7 Distributors/vendors will be informed of the outcome of their 2024 applications by **29 November 2024**.

2. **Criteria for Evaluation of Dictionary submitted**

- i) The dictionary should be monolingual and not bilingual, except for some uncommonly used technical terms.
- ii) The use of pictures in the dictionary should be minimal.
- iii) The language used in the dictionary should be of an appropriate level and standard.
- iv) The explanations and examples of words in the dictionary must be appropriate and should not render the testing of composition writing invalid or meaningless.

Additional requirements for e-dictionary

- i) The device should not possess any speaker or camera functions. Any audio output should be available only via earphones.
- ii) The e-dictionary should not possess any storage function which can allow users to input and store data.
- iii) The user manual must be submitted together with the e-dictionary.

3. **Obligations of Vendors for the approval of dictionary (including e-dictionary) for use in National Examinations**

Approval given is subjected to the following conditions:

- i) no modification or update is to be made to the approved dictionary;
- ii) the approved dictionary can be easily purchased in shops in Singapore from December of the year of application;
- iii) contact information of the vendor (phone and postal address) given to SEAB must be up to date. Vendors must respond to any queries from SEAB within two weeks;
- iv) vendor does not inform public of the approval before SEAB has permitted the vendor to do so; and
- v) vendor is to inform SEAB of the dictionaries that are out of production so that an updated list of approved dictionaries can be maintained.

4. **Withdrawal of Approval**

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

5. **Contact Details and submission of Required Items**

- 5.1 Please contact Mr Lim Yuxuan at lim_yuxuan@seab.gov.sg and Ms Haslindah Atan haslindah_atan@seab.gov.sg to submit the Required Items (stated under Para 1.3), or if there are further enquiries.