



# INTERNET EXAMINATION REGISTRATION SYSTEM (iERS) GUIDE FOR NON-SINGPASS USERS

This is a step-by-step guide on how you can register for the GCE-level examinations as a private candidate in the iERS. You would need your identification document and the subject code(s) before you start.

Please read "Instructions For Private Candidates" and examination timetable(s) which are available on SEAB's website before you register for the examinations.

## 1 ACCOUNT CREATION

Click on "[Create Account](#)".

## 2 MAKE YOUR DECLARATION

Click on "[Please click here if you have fully read and understood the instructions](#)" once you have gone through both the **Examination Instructions** and **Examination Timetables**.

Click "[Proceed with registration](#)" when prompted.

## 3 CHECK YOUR ELIGIBILITY

Enter your NRIC/FIN/Passport and Identification Type and click on "[Perform Check](#)". This check is to verify if you are eligible to apply as a private candidate. Current students of independent, government, government-aided or specialised schools are not allowed to register as private candidates.

A screenshot of the "Registration Eligibility Check" form. The form has a blue header with the title "Registration Eligibility Check". Below the header, there are two input fields. The first is labeled "NRIC/FIN/Passport No.\*" and has a yellow input box. The second is labeled "Identification Type\*" and has a dropdown menu with "[Please Select]" and a downward arrow. Below the input fields, there is a red asterisk followed by the text "\* denotes compulsory fields". At the bottom of the form, there is a grey button labeled "Perform Check".

Registration Eligibility Check	
NRIC/FIN/Passport No.*	<input type="text"/>
Identification Type*	<input type="text" value="[Please Select]"/>

\* denotes compulsory fields

Perform Check

## 4 PERSONAL PARTICULARS

Complete the details and click on “[Register](#)” to create your user account.

You would be asked to confirm that the particulars are correct before you can proceed to the next step.

Ensure that you provide a valid contact number, email address and postal address as these would be the communication channels between you and the Singapore Examinations and Assessment Board for all examination matters,

## 5 SUBJECT REGISTRATION

### 5a. Examination Level

Select the examination level to begin your registration.

You can also update your personal details (except NRIC/FIN/Passport, Citizenship and Nationality) by clicking on “[Update particulars](#)”.

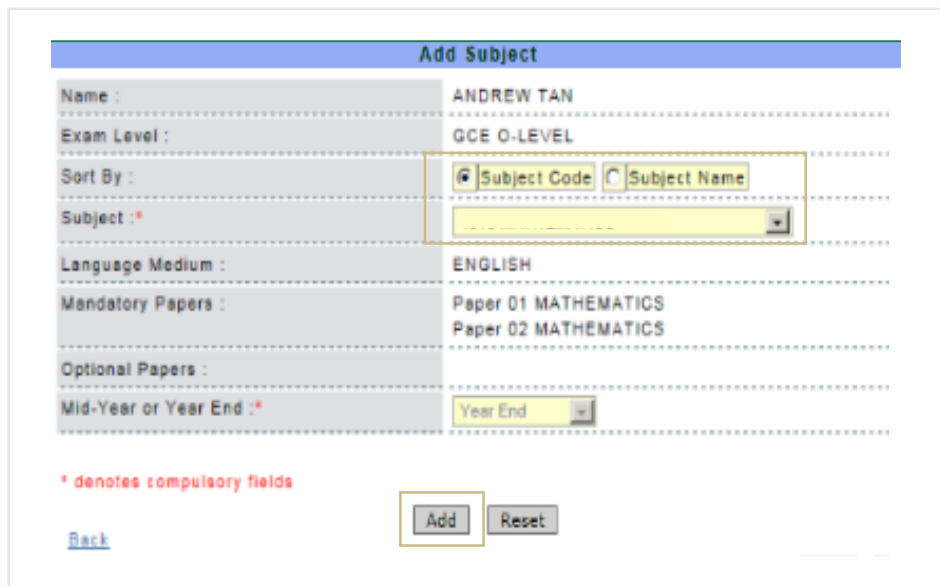


## 5 SUBJECT REGISTRATION

### 5b. Subjects

Click on “[Add subject](#)” to register for a new subject. You will be brought to the add subject page.

Select your subject (you may sort by either Subject Code or Subject Name) and click “[Add](#)”. If you are registering for Science subjects, please read “Instructions For Private Candidates” for the additional requirements.



The screenshot shows a web form titled "Add Subject". The form fields are as follows:

Name :	ANDREW TAN
Exam Level :	GCE O-LEVEL
Sort By :	<input checked="" type="radio"/> Subject Code <input type="radio"/> Subject Name
Subject :*	[Dropdown menu]
Language Medium :	ENGLISH
Mandatory Papers :	Paper 01 MATHEMATICS Paper 02 MATHEMATICS
Optional Papers :	
Mid-Year or Year End :*	Year End [Dropdown menu]

\* denotes compulsory fields

Buttons: [Back](#), ,

## 6 PAYMENT

Payment details will be reflected on the iERS homepage and on your payment advice.

You can view your payment advice after the **mode of payment is selected**. A private candidate registration survey will be displayed. Please complete the survey before viewing your payment advice.

You are advised to print your registration details for future reference as the iERS will not be available after the registration period.

Please select your preferred payment mode:

(a) \*Credit or Debit Card

(b) \*Direct Debit

(c) Singapore Post or through S.A.M.

Please visit SEAB's website for the dates on which you can make payment.

\*You would be brought to the eNETS website for payment.

## **7 SUBJECT/PAPER ENTRIES AMENDMENT**

You can make any amendments to your entries if you have not paid your examination fees online and the amendments are made during the registration period, at no additional fee.

You have to complete the 'Amendment Request Form' found on SEAB website and email it to [contact@moe.gov.sg](mailto:contact@moe.gov.sg) if the request is made after you have paid the examination fee or after the registration period. An amendment fee of S\$20.00 (in addition to the new subject fee) will be charged for each amendment request made.

There will be a refund of 50% of the subject fees for deletion of subjects if you do so before the deadline that is given on SEAB's website.

---

**For any clarification, please contact:**

Ministry of Education  
Customer Service Centre

Hotline No.: 6872 2220

Email: [contact@moe.gov.sg](mailto:contact@moe.gov.sg)

---