



INTERNET EXAMINATION REGISTRATION SYSTEM (iERS) GUIDE FOR 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.

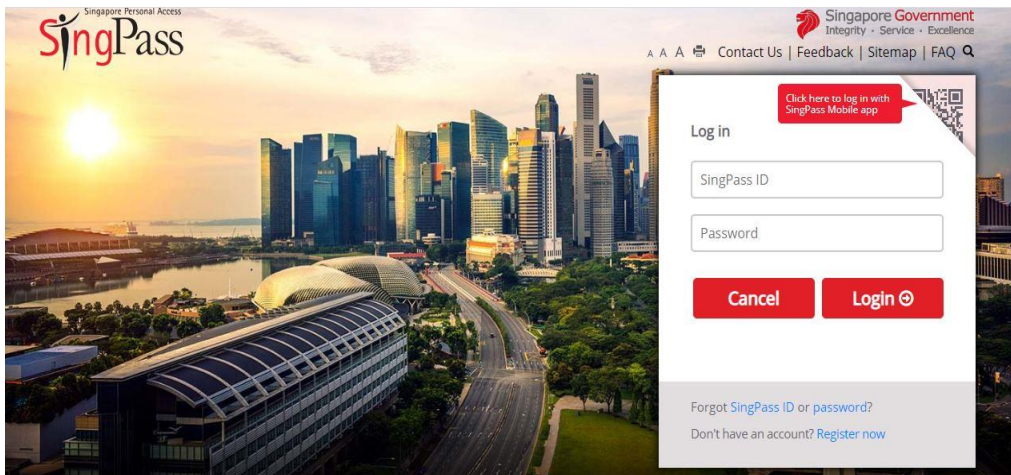
Please read "Instructions For Private Candidates" and examination timetable(s) which are available on SEAB's website before you register for the examinations.

1 ACCOUNT CREATION

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

2 SINGPASS LOGIN

Login using your SingPass.



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 PERSONAL PARTICULARS

MyInfo is a service that allows SingPass users to manage their personal data and pre-fill forms in digital services transactions.

This includes government-verified data that is retrieved across participating Government agencies and data you contributed to form your Profile.

Your personal particulars would be populated by MyInfo if you are using SingPass. Please complete the blank fields as these information are not available from MyInfo.

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,

4 SUBJECT REGISTRATION

4a. 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".



4b. 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 the 'Add Subject' form with the following details:

Add Subject	
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: Add, Reset

Link: Back

PAYMENT

5

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.

6 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 SEAB_GCE_Admin@seab.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](#)

OR

[Singapore Examinations and Assessment Board \(SEAB\)](#)
