1. A standard start test time is to be observed for all venues

   AM Session – 9.00 am to 12.00 pm

   PM Session – 2.00 pm to 5.00 pm

2. All candidates must receive the Candidate Guide before the test dates in preparation for the test.

3. All enquiries pertaining to Aptis for MOE must be channelled to ELTC.

4. Candidate lists must be provided according to the standard Aptis Candidate List template.

5. No change is to be made to the Candidate List after the submission deadline.

6. DELOs/Officer in charge must be present at the examination venues during test sessions for any administrative assistance.

7. DELOs/Officer in charge must confirm and sign the attendance registers, invigilators report and feedback forms for each test session.

8. School's computer lab personnel must be present during the test sessions for any technical assistance.

9. No one is allowed to enter the examination hall during test sessions except candidates, invigilators and IT personnel only.

10. Only candidates whose names are on the attendance register will be allowed to sit for the test.

11. Candidates must present their ICs upon registration for verification purpose. Without verification, candidates will not be permitted to enter the examination hall.

12. Candidates will not be allowed to sit for the test if their identifications do not match with the attendance registers during registration (e.g. different name & different IC numbers)

13. Swapping of candidates between test dates and/or sessions are not allowed.

14. Candidates who arrive later that 30 minutes from the starting time of the test will not permitted to enter the examination hall.

15. Candidates are not allowed to enter the examination hall without exam invigilator's presence.

16. Replacements for absent candidates on test day are not allowed.