Administrative Note for

Online Entrance Test 2027

Singapore Polytechnic

27 January 2027

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Overview

Thank you for your interest in Singapore Polytechnic, and congratulations on being shortlisted to sit for the Entrance Test. Please refer to the email sent to you previously on the type of entrance test papers that you are required to sit for, and the payment required for the entrance test fees.

The Entrance Test will be conducted online via Zoom and SP's Brightspace (through a Lockdown Browser). This administrative note contains all the information you will need to prepare for joining it.

Please read through this document carefully, and ensure that you comply with the requirements within for the Online Entrance Test.

Each candidate will need to have the following:

1) Fully completed and submitted Registration Form with the following:
    - Photograph of your passport/identity card showing your personal particulars for verification.
    - A recent passport-sized colour photo (*file size less than 1MB*) taken within the last month for the application so that we can easily identify you. Kindly also note the following photo requirements:
        i. Show the full face and without headgear. Headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features.
        ii. Photo must show the frontal view of your head and shoulders.
        iii. Hair not across and/or covering the eyes/eyebrows.
    - Photograph of room layout for verification. Please refer to section on **Room Set-up / Requirements** in this admin note for more details. If you are a Myanmarese candidate taking the test at the physical test venue, you are not required to submit the photograph of your room layout.
    - If you are taking the Mathematics and/or Science entrance test, please submit a photograph of the calculator that you will be using during the test. For the list of approved calculators to be used for the test, please visit https://www.sp.edu.sg/student-services/student-handbook/general-examination-information → Use of Calculators in Exams
2) Completed online payment and received receipt. Please refer to the email for the payment instructions.
3) 1 Laptop/Desktop with stable internet connection, microphone, and webcam functions. *Tablets, such as iPads, Samsung Galaxy Tab, Microsoft Surface Go/Pro (tablet mode), Lenovo Tab are not permitted.*
4) 1 mobile phone (must be camera-enabled and audio-enabled) with stable internet connection. This is not applicable to Myanmarese candidates taking the test at the physical test venue.
5) Internet browsing application on Laptop/Desktop and Zoom account (free).

Failure to comply with any of the requirements may cause you to be disqualified from the Entrance Test.

If you have any queries about the Entrance Test, please contact Mr Tan Kah Keng at tan_kah_keng@spi.edu.sg

Schedule of Activities

Deadline (Singapore time, GMT +8)	Activity
8 Jan 2027 (Fri), 12.00PM	Submission of completed Registration Form
13 Jan 2027 (Wed), 12.00PM	Completion of payment for entrance test fees via Online Portal
20 Jan 2027 (Wed), 3.00PM	Technical Rehearsal of Entrance Test including verification of identity for candidates taking the test
27 Jan 2027 (Wed) **9:30am to 11:00am** (Candidates are to enter the Zoom room 30 minutes before, at 9:00am, for checking and verification) **1:00pm to 2:30pm** (Candidates are to enter the room 30 minutes before, at 12:30pm, for checking and verification) **4:00pm to 5:30pm** (Candidates are to enter the room 30 minutes before, at 3:30pm, for checking and verification)	Online Entrance Test (please refer to the timing for the test paper(s) that you are shortlisted for). **English (Written) (1.5 hours)** **Mathematics (1.5 hours)** **Science (1.5 hours)**

Please ensure that you study the table above closely, so that you are on time for all activities. More information on all the activities can be found in the email accompanying this document.

Please also ensure that all your equipment is ready by the date of the Technical Rehearsal, so that any potential issues can be eliminated to prevent disruption on the test day.

A) Examination Code of Conduct and Rules

Please ensure that you follow all the general rules below for all papers:

A.1 During the Entrance Test, the followings are **not allowed**: -

- Wearing pyjamas or undergarments/nightwear as you are expected to be properly dressed in smart casual
- Wearing clothes that contain any text, graphics, or patterns
- Wearing a cap, hat, or other article of clothing that will cover your face or block the view of the screen from the Invigilator, like bulky hoodies, large earrings, etc.
- Using headphones or earpieces for audio
- Having media players, and any other electronic devices e.g., smart watches and Google glasses
- Eating during the test – although drinking from a small bottle of plain water (no greater than 500ml in volume) in a transparent and clear package or using a clear glass is permitted; bottles should not have any text, opaque material, or graphics on it
- Presence of examination/test notes, drawings, pictures, tracings, books, dictionaries (both in book and electronic form), etc unless specifically permitted by the Invigilator
- Leaving the room, contacting anyone, or interacting with anything else besides your laptop. Please remember to visit the washroom before the paper as you will not be allowed to leave once the test has started.
- Having someone else in the same room (*except for Myanmarese candidates taking the test with other candidates in the physical test venue*) - prepare your family members by locking the door to the room and telling them not to make excessive noise outside the room.
- Speaking to, communicating, or interacting with other candidates in the Zoom meeting room. - if you have a question, you must ask the Invigilator directly (raise your hand physically in front of the front facing camera, and wait patiently for assistance) but no question on the meaning or interpretation of a question may be asked or will be answered
- Moving or turning off the cameras once the Invigilator has confirmed your camera set up and positions
- Disconnecting desktop/laptop PC or smartphones until permitted by the Invigilator – you are required to stay in the Zoom room for the entire duration of the test
- Using virtual background on Zoom's screen

A.2 Your identity will be verified before the examination starts. Please prepare and have ready your passport/identity card (that clearly shows your face). During the entrance test, please ensure that your facial features are visible for identity verification by the Invigilator.

A.3 You must not start the test before the Senior Invigilator gives the signal to officially to so. Prior to that, you may log into the SP Brightspace website using the given link, account ID and password. Once in Brightspace, you will be able to click on the relevant test module and launch the LockDown browser. Do not go further or click on any of the links/ buttons, as doing so may cause you to be disqualified.

A.4 After the Invigilator has verified the identities of all candidates taking the test, there will be a cooling period of at least 5 minutes before the test commences. During this period, you are required to back away from your laptop and not allowed to touch your keyboard or mouse.

A.5 During the test, you are required to use both a desktop/laptop PC and a mobile phone with the following settings: -

	Video	Audio	Speaker	Power
Laptop/desktop PC	ON	OFF	OFF	No screen-saving or sleep mode at all times as both devices must remain "ON" throughout test
Mobile phone	ON	ON	50%	

A.6 Your hands must also always remain visible at all times in the camera.

A.7 Any candidate who wishes to communicate with the Invigilator should remain seated, raise his/her hand physically in front of the front facing camera, and wait patiently for assistance - do not speak into the microphone or make any other noise to attract attention.

A.8 If a candidate is found breaking any of these rules during the test, he/she may be disqualified and may be told to leave the Zoom room.

A.9 Any action by a candidate contrary to the letter or spirit of these rules whether discovered during the test or afterwards will disqualify the candidate.

A.10 The entirety of the Entrance Test will be recorded in Zoom, and by taking part in the test, you agree that your recording may be used for verification, checking, or investigation purposes relating to the Entrance Test. Candidates who refuse to be recorded or to turn on their cameras will be disqualified from the test.

A.11 The entrance test follows the SP's rules of conduct for examinations and test. Candidates who are late more than 30 minutes after the test has started will not be allowed to take the test.

Additional rules for candidates taking the Mathematics and/or Science paper:

A.11 Due to the nature of the paper, you will be allowed to bring a calculator. These calculators must be (i) non-programmable, (ii) battery-operated only, (iii) silent and (iv) without any remote communication capability. A list of approved calculators can be found here → *Use of Calculators in Exams*

A.12 You are required to submit a clear photo of your calculator face, along with the brand and model number in the registration form for verification purposes.

A.13 Any candidate who brings a calculator in a calculator case must detach the calculator case and place it on the floor below his desk before the start of the examination.

A.14 Candidates must ensure that their calculators are in good working condition. Request for replacement during the examination will not be allowed.

A.15 Instruction manuals, external storage media and other peripherals are not permitted.

A.16 You may prepare at most 20 sheets of blank writing paper for your own workings (please note that these workings will not be submitted for the test). Before the examination, you will be required to show each sheet to the Invigilator to ensure that they are empty and without text. Please prepare enough sheets of blank writing paper as you will not be allowed to take extra sheets of paper once the test has started.

B) Room Set-up / Requirements

During the test, you will be taking it from your home in a private and enclosed space. Please ensure that the room is properly set up to our requirements. Failure to do so may lead to disqualification. This is not applicable to Myanmarese candidates taking the test at the physical test venue.

B.1 Preparing your room for the Entrance Test:

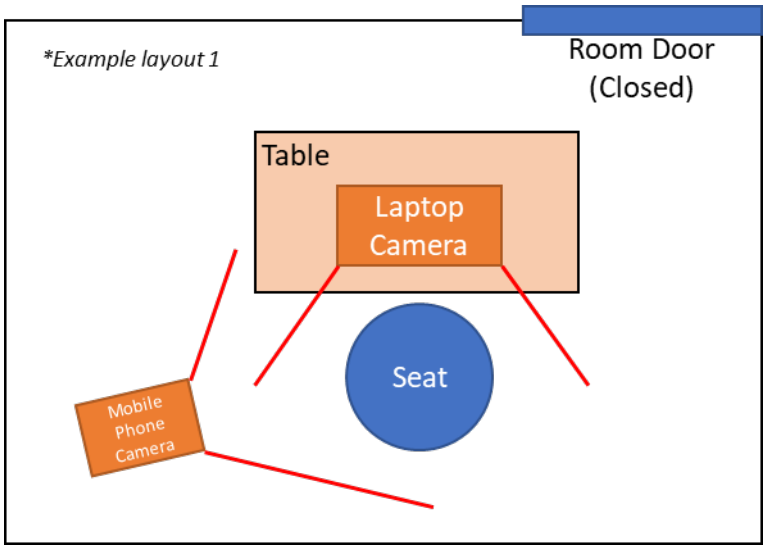
- Select a room that is private, quiet, and has a door that can be closed.
- The room should be cleared of furnishing as much as possible, for example: posters, bookshelves, display items, etc.
- Ensure that you have a stable internet connection in the room, especially when the door is closed. It is strongly recommended that you use a wired connection if possible. If you are completely disconnected during the test, we will have no choice but to disqualify you.
- Arrange the table, laptop/desktop PC, and seat as shown in the figures on the next page. Please note that:
  - ✓ You should set up a mobile phone next to your chair. To do so, you might need to have a stand or another small table/pedestal to place your mobile phone on.
  - ✓ This mobile phone camera must provide a clear view of your screen, the room door, as well as your immediate surrounding. Your hands should also remain visible in the camera.
  - ✓ When you are done setting it up, take a photo from the position of "Mobile Phone Camera" in the figure, and attach it to the registration form for verification. If the Invigilator feel that your room is not sufficiently secure, you will be asked to adjust the position of the camera. Failure to comply may lead to disqualification.
- You will be asked to show your room and surroundings during the technical trial as well as on the actual day, so please ensure that the submitted photo matches the set-up.

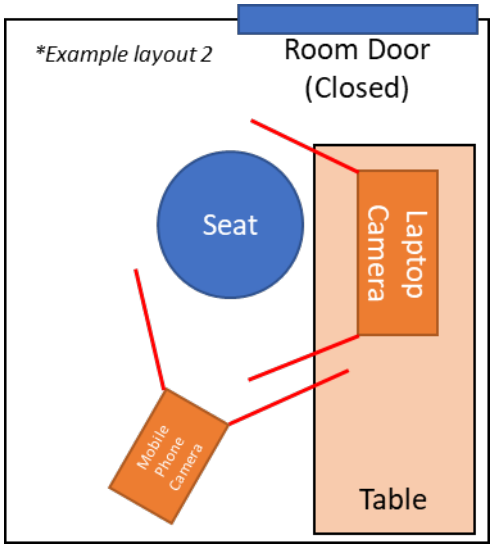
B.2 To minimise potential disruptions, please ensure that:

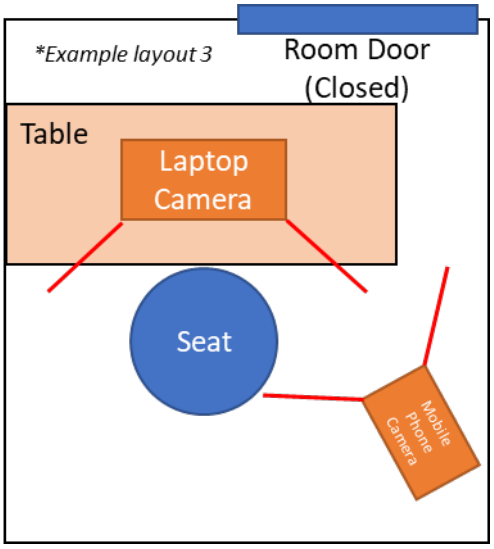
- Both your laptop/desktop PC and mobile phone camera must be able to launch Zoom to provide clear video images and can stay connected for the duration of the Entrance Test. You may be required to stay connected for up to 3 hours, so please ensure that the power-saving or sleep mode must be disabled for your devices your devices and they are fully charged or are connected to the power supply. Loss of connection due to power outages may also lead to disqualification.
- The mobile phone camera is able to capture your monitor, your side view, your room door, as well as the space under your table if possible.
- Please set up your phone in landscape mode.
- Before joining the technical trial, please ensure that your camera position will satisfy the criteria. You can do so by doing a mock recording on your own and checking it against our sample.

B.3 Examples of Room Set-up for Entrance Test

- Depending on your physical environment, your set-up may differ from the examples. It will be acceptable as long as you fulfil all the criteria listed in the section above.







B.4 Examples of room layouts (live photos)

Positive Examples: Able to see laptop screen, side view and hands of candidate, closed door of room. The immediate area is also clear and has no other items.





Negative Examples



Unable to see laptop screen



Area is not cleared, with many books, items. Also, the room door cannot be seen.

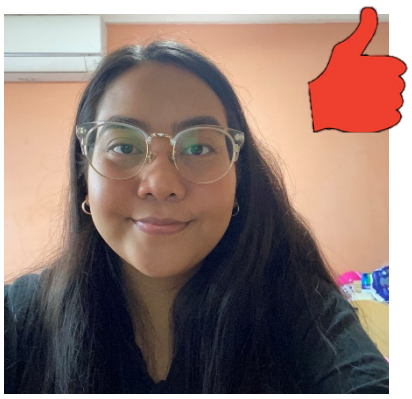


Unable to see side view of candidate

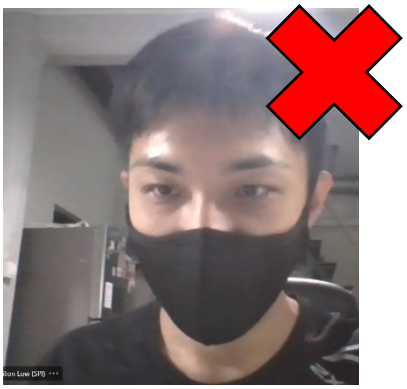


Area is too open and doors cannot be closed

B.5 Examples of camera views (front view)

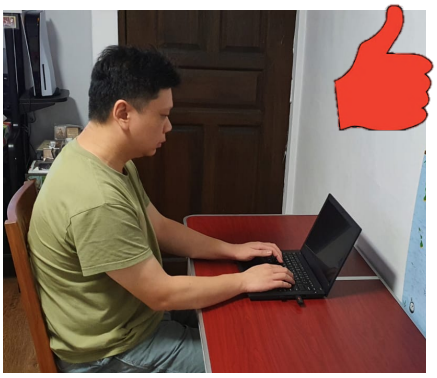


Positive Example: Able to see candidate's face clearly.

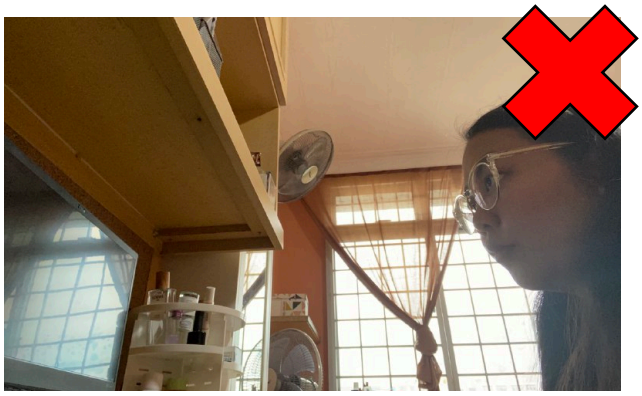


Negative Example: Candidate is wearing something to obscure his face.

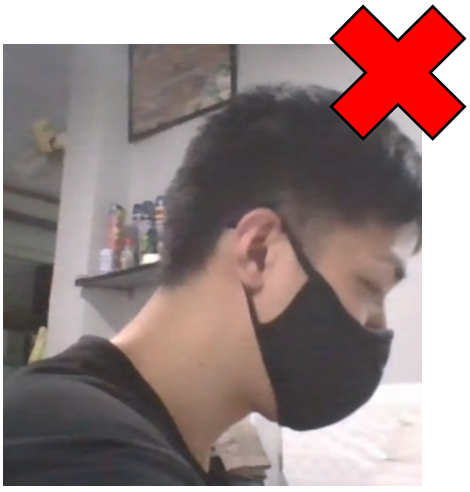
Examples of camera views (side view)



Positive Example: Door, laptop screen, hands, and side view of Candidate can be seen



Negative Example: Unable to see screen fully, door is not in view, and hands are not visible



Negative Example: Camera is too close and nothing can be seen



Negative Example: Side view is unable to see the screen and door of the room

C) Zoom System Requirements

To ensure a smooth Entrance Test experience in Zoom, all candidates are recommended to join a free Zoom test meeting to ensure your system is ready: Zoom Test Meeting. Please ensure that you are able to use zoom on both your desktop/laptop and camera enabled device (e.g. mobile phone) that you will be using for the entrance test.

If this is your first-time using Zoom, you can sign up for a free Zoom account here.

The minimum requirements for Zoom are:

C.1 System requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in, USB plug-in, or:
  - ✓ An HD cam or HD camcorder with a video-capture card
    Note: See the list of supported devices.
  - ✓ Virtual camera software for use with broadcasting software like OBS or IP cameras

C.2 Supported operating systems

- macOS X with macOS X (10.13) or later
- Windows 11
- Windows 10
  Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- *The Zoom desktop app will no longer be supporting Windows 7 and Windows 8/8.1 with the 6.0.0 release. Version 5.17.11 will be the last version available for these operating systems.*

C.3 Supported tablet and mobile devices

- Surface PRO 2 or higher and running Win 8.1 or higher
  Note: Tablets running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Tablet PCs only support the desktop app.

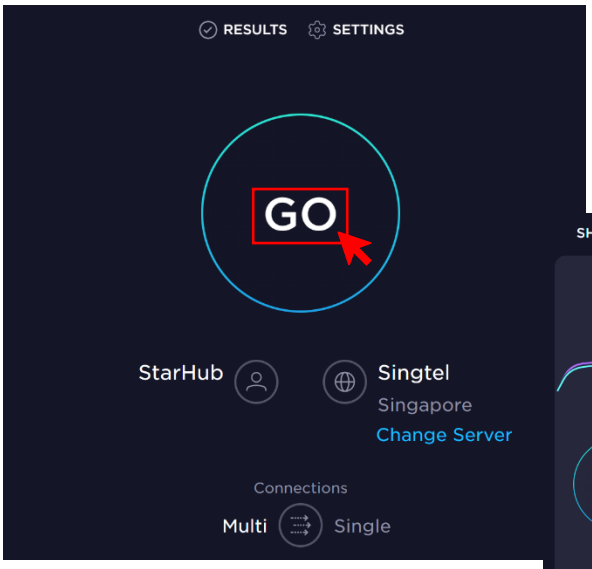
C.4 Supported browsers

- Desktop
  - Chrome: Within the current and past 2 versions
  - Firefox: Within the current and past 2 versions
  - Edge: Within the current and past 2 versions
  - Safari: Within the current and past 2 versions
- Mobile
  - Safari: Within the current and past 2 versions
  - Chrome: Within the current and past 2 versions
  - Firefox: Within the current and past 2 versions

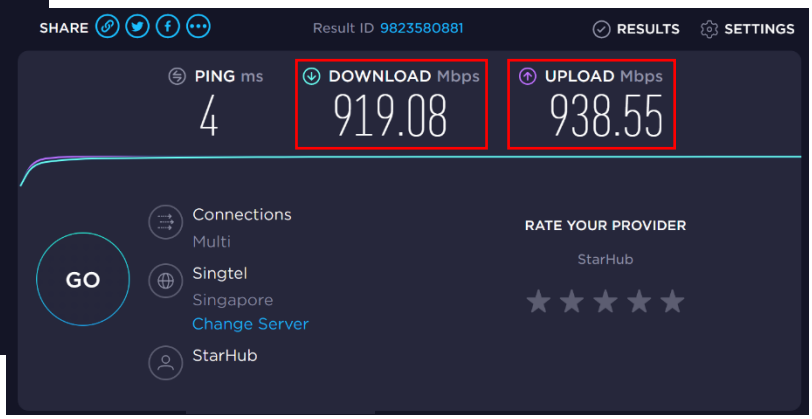
C.5 Bandwidth Recommendations

The bandwidth used by Zoom will be optimized for the best experience based on your network. It will automatically adjust for 3/4/5G, WiFi, or wired networks. You are recommended to have at least 1.8Mbps upload and download speeds for an optimal experience.

If you are unsure of your bandwidth, you can conduct a test here: **Speed test**



Click on the "GO" button to get started. The test may take up to a few minutes, and you should avoid using your device during the test for the best results.

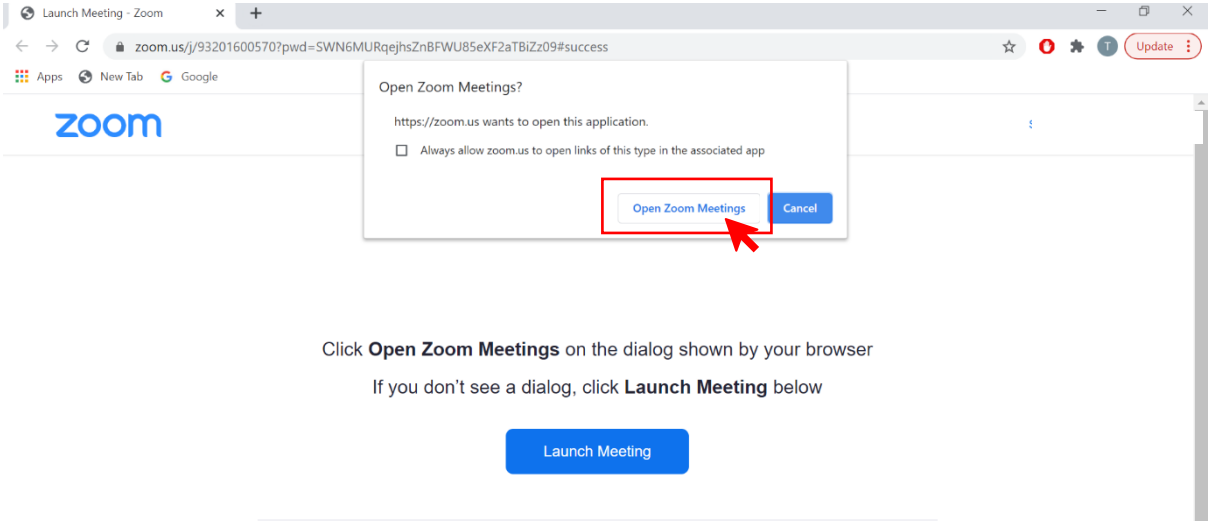


To ensure the best experience, your Download and Upload speeds should be at least 1.8 Mbps. Lower speeds may result in reduced video quality or cause disconnects.

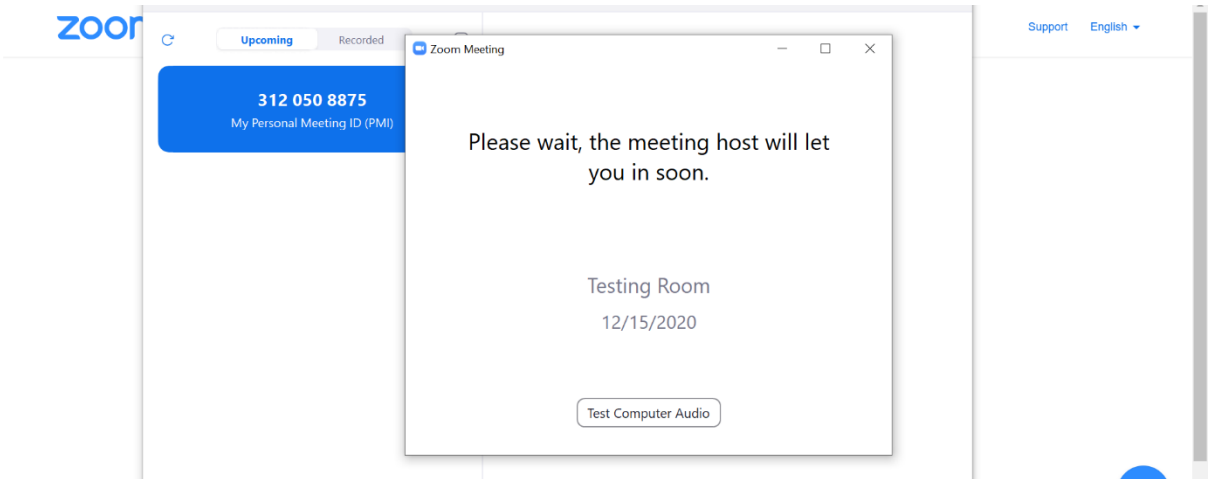
D) Joining the Entrance Test in Zoom

D.1 The Entrance Test Zoom room will be opened 30 minutes before the scheduled start of the paper. This is not applicable to Myanmarese candidates taking the test at the physical test venue. Please refer to the Schedule of Activities contained in this file for the schedule. **Please note that all times contained are Singapore Time (GMT +8).**

D.2 To join a class, please click on the link that was shared with you in the email accompanying this file. The link will look something like this: https://zoom.us/a/123456789?pwd=ABC123. It will open a page and prompt you to open Zoom Meeting in another application.



Clicking on "Open Zoom Meetings" will allow you to join the lesson and bring you directly to the classroom page. Depending on your connection, it may take up to a few minutes to load. If you join the lesson too early, you will be placed in a waiting room. If you see this, please hold on patiently and the Invigilator will admit you shortly. If it is your first time joining a classroom, you will be prompted for an equipment check.

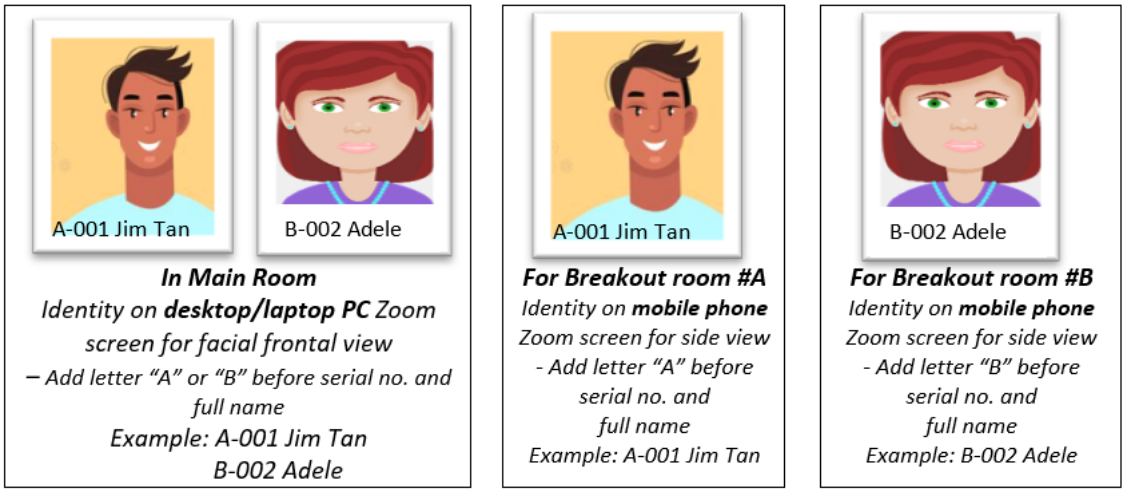


E) Layout and Interface - Zoom

If you have successfully joined the test, please re-name your Zoom identity on both the laptop/desktop PC and mobile phone based on the format that is given below.

E.1 Format of Zoom identity

On your desktop/laptop PC and mobile phone, change your Zoom display name by adding either the letter "A" or "B" to the serial number followed by your name as illustrated below (as per passport/identity card). **Your Serial Number and Break Out Room (A/B) assignment will be provided to you in the email accompanying this document. Please remember your Serial Number and Breakout Room (A/B) assignment by heart during the technical trial and actual test. The Breakout Room (A/B) is not applicable to Myanmarese candidates taking the test at the physical test venue.**

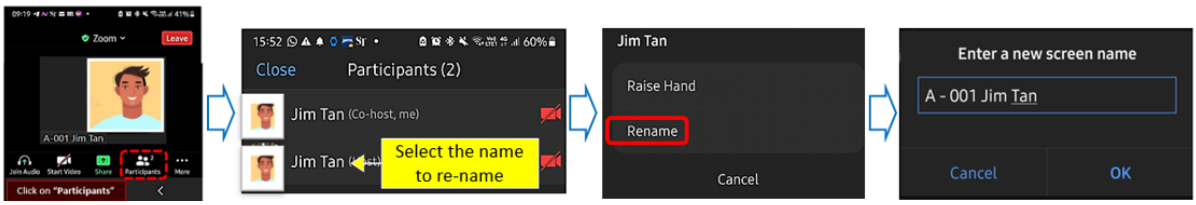


E.2 Re-naming on Zoom screen

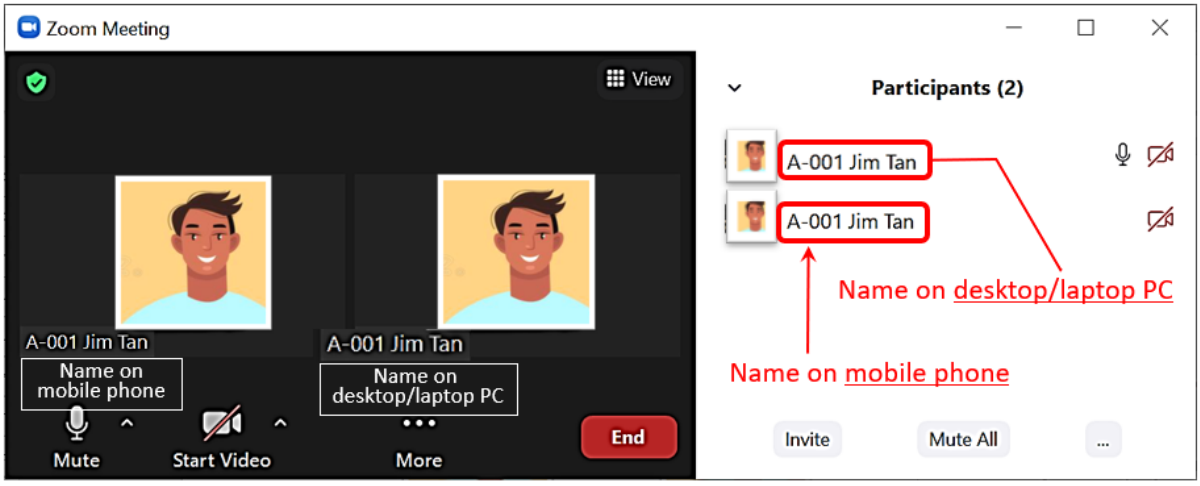
- On laptop/desktop PC



- On mobile phone



Main Room Window



F) Installing LockDown Browser

The Online Entrance Test will be conducted via SP's Brightspace through a lockdown browser. LockDown Browser is a custom browser that locks down the testing environment within a learning management system. The website link to download the LockDown Browser application will be sent to the shortlisted candidates via email.

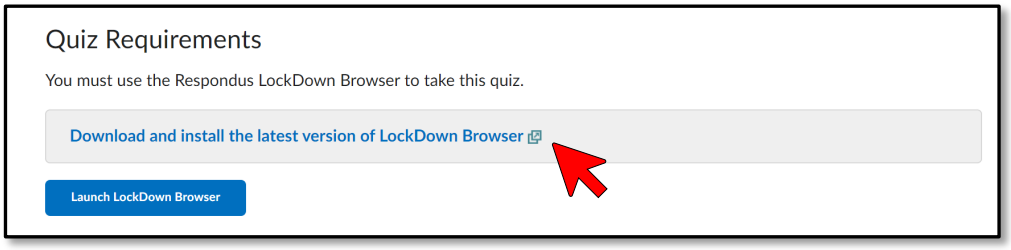
Please ensure that you are not using a corporate laptop, organization-issued laptop, or any other similar laptops that may block application downloads, as this could interfere with the installation of the LockDown Browser on your device.

F.1 System requirements for LockDown Browser

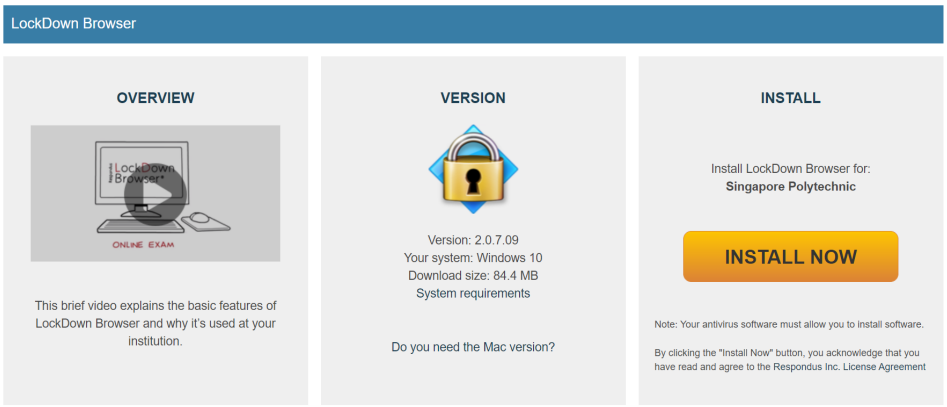
- Operating Systems:
  - i. Windows: 11 and 10.
  - ii. Mac: macOS 11 to 26.0+.
- Memory:
  - i. Windows: 2 GB RAM (A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.)
  - ii. Mac: 2 GB RAM (A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.)
- Browser Requirements:
  - i. LockDown Browser is a client application that is installed to a local computer.

F.2 Downloading and installing Lockdown Browser

- Prior to the trial, you should log into SP's Brightspace using the assigned account ID and password, select the relevant test module followed by "Trial Session" before launching the lockdown browser. You will then be required to download and set up the lockdown browser on the same Laptop/Desktop PC that you will be utilising on the day of the Technical Trial and Online Entrance Test.



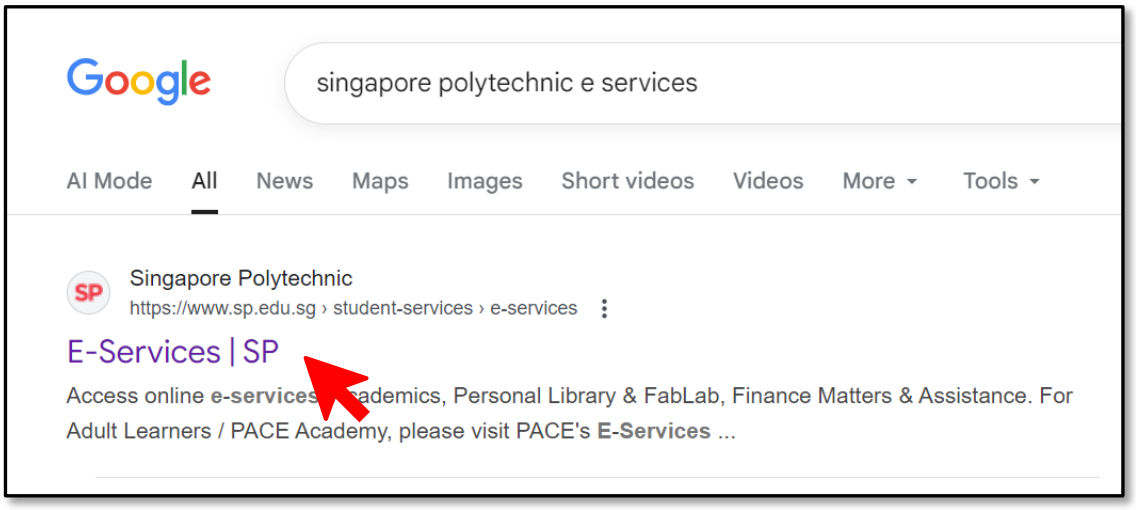
^This will only be accessible <u>after</u> you have logged in to SP's Brightspace. Guidance will be provided during the Technical Rehearsal for the Entrance Test (see date of Technical Rehearsal in Schedule of Activities above).



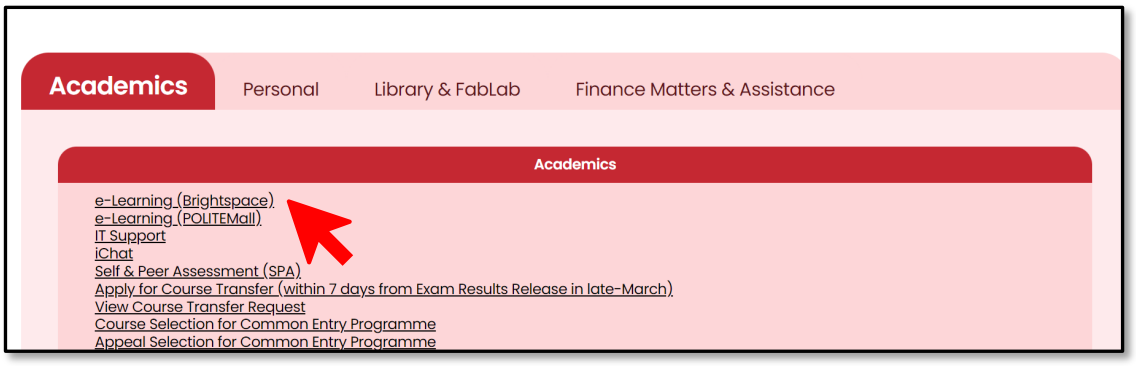
- Click “INSTALL NOW”. The download should automatically start.
- Click on your ‘Downloads’ folder and select the Lockdown Browser file.
- Follow the steps to install the LockDown Browser. Once complete, you should be able to locate the LockDown Browser icon on your Desktop. *Important to note: If you are using a MacBook, you may need to download the Mac version of LockDown Browser. If you encounter problems, please use a different Laptop/Desktop PC for the trial and actual test. If you are unable to access the lockdown browser on the day of the actual test, it may lead to disqualification.*

G) Layout and Interface - SP's Brightspace

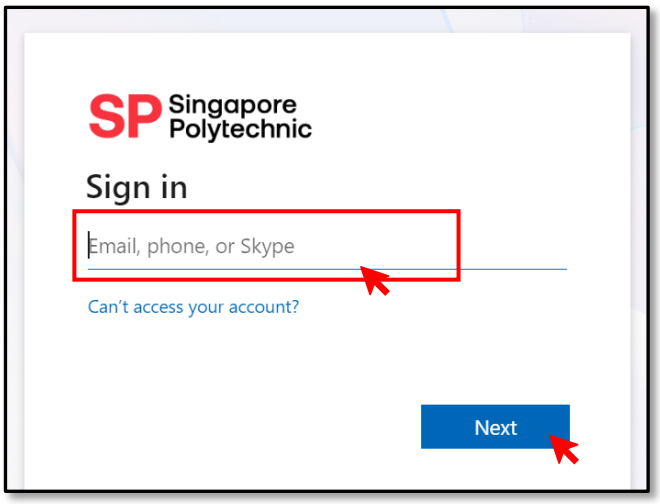
- After you have successfully completed the verification process in Zoom, you may proceed to log-in to SP's Brightspace.
- To locate the Brightspace website, search for '**Singapore Polytechnic E-services**' on Google/Microsoft Edge/Safari. Click on **E-services | SP**.



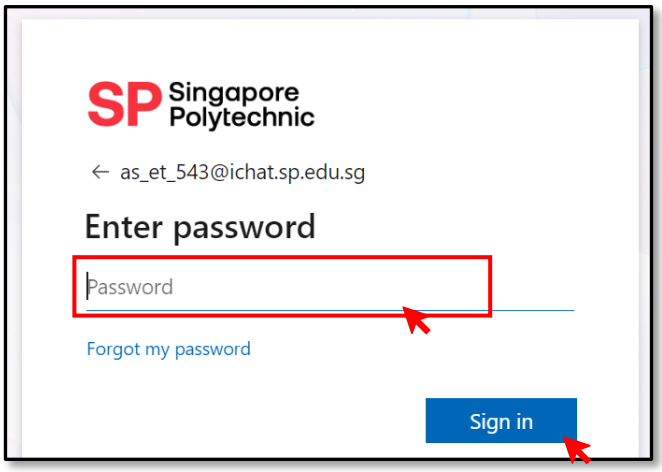
- Once you are on the page, scroll down to the '**Academics**' tab, and click on **e-Learning (Brightspace)**, the first option within the tab.



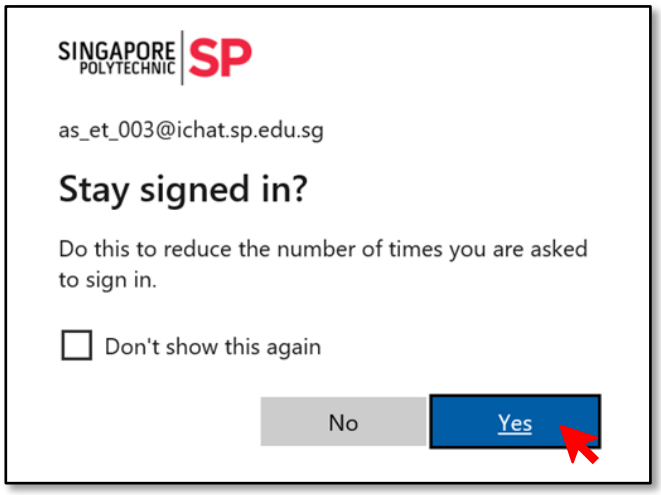
- You will then be prompted to sign in. **You will be able to find the iChat username and password in the email accompanying this file.** *Do note that this is not your personal email.* **Please remember your iChat username and password by heart during the technical trial and actual test.** The following pages will guide you on the process.



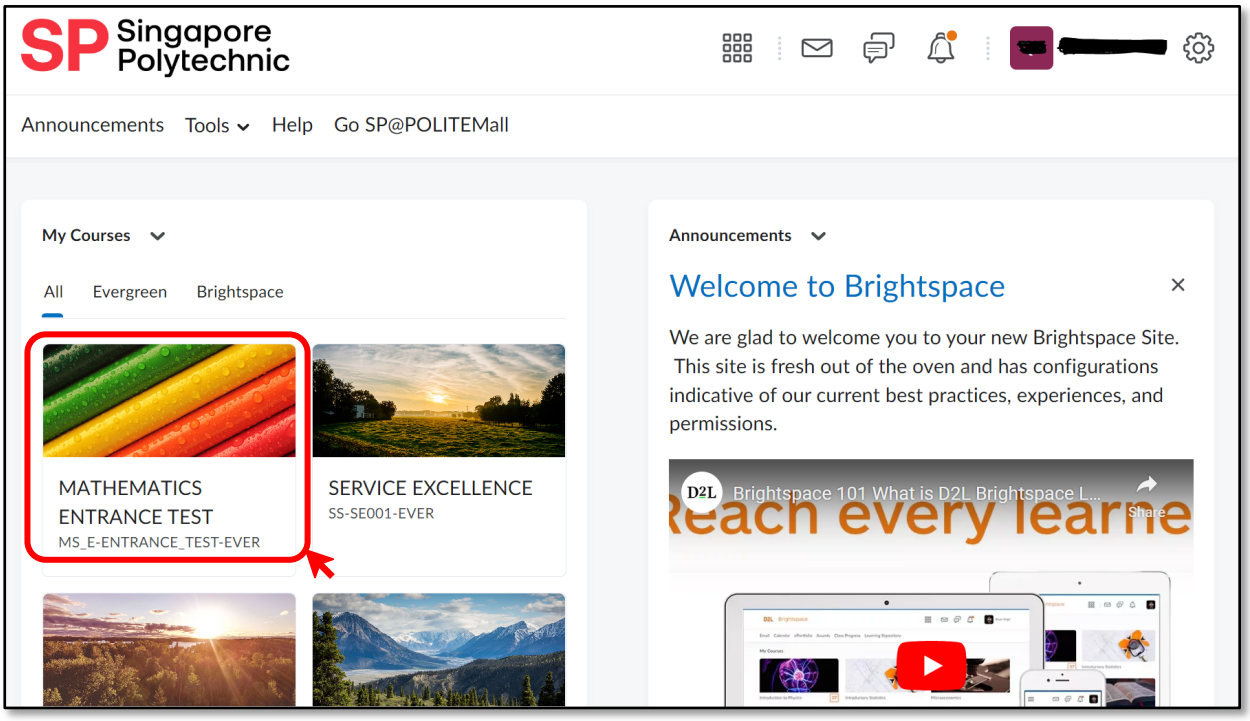
Please refer to the email for your account ID and password. To minimise disruption, you should choose to stay signed in.



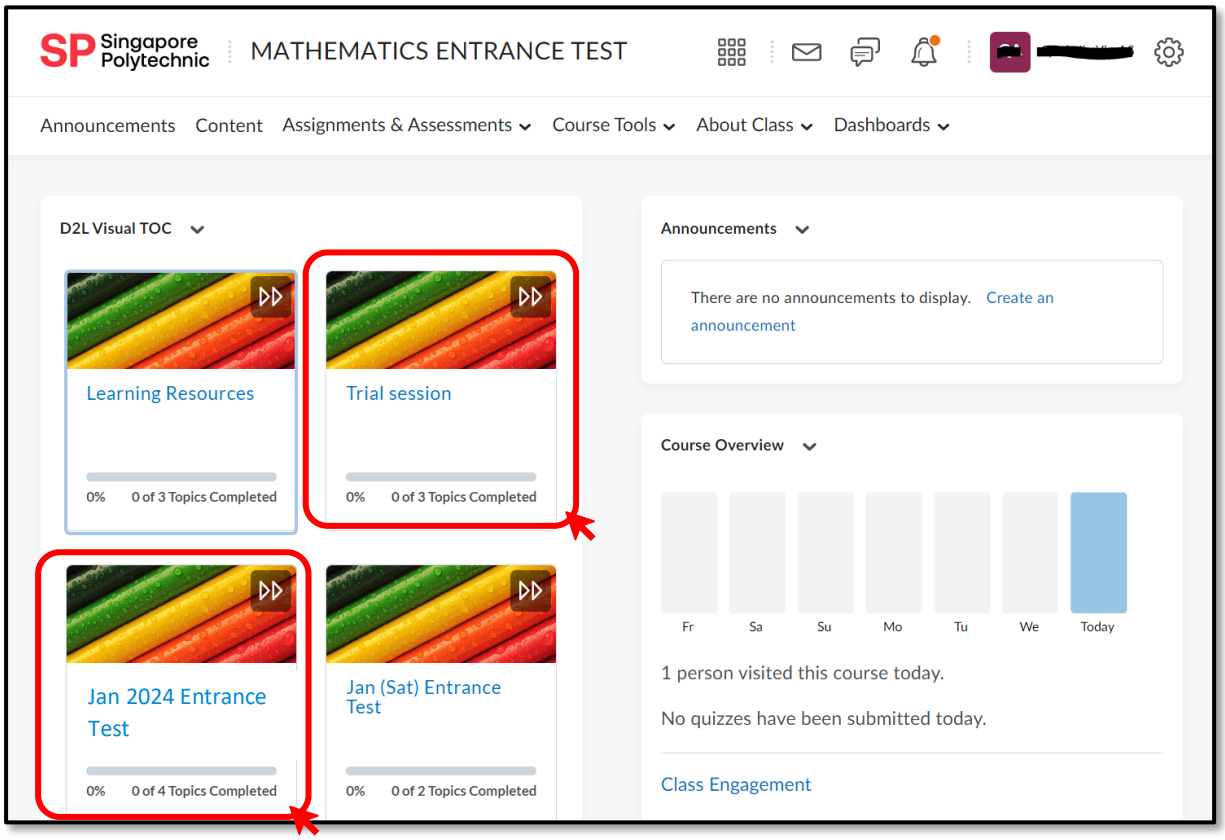
Key in the password you have been given. If you are required to reset your password, please quickly notify your invigilator.



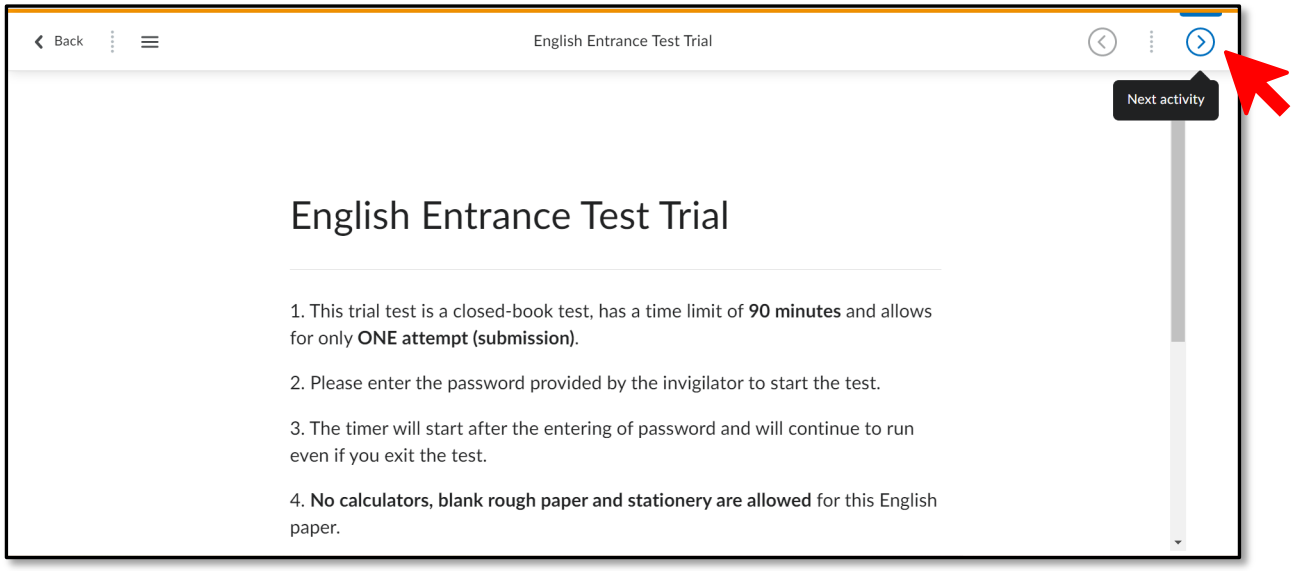
- After successfully logging in, you will see the page below. Click on the relevant test module on the left (e.g. Mathematics Entrance Test).



- Once you are inside the module, you will be able to access either the Trial Session or actual test.



- Once you have selected the Trial/Actual test, you will first be brought to this page below. Click on '**Next Activity**'.

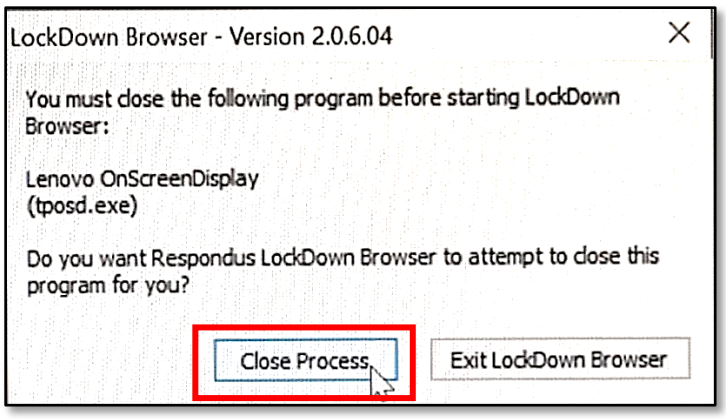


❖ **Lockdown Browser Guide in Brightspace**

- After clicking on Next Activity, you will be brought to another page that requires you to launch the LockDown Browser prior to accessing the test. *If you have not downloaded LockDown Browser, you will need to click on 'Download and Install the latest version of LockDown Browser' first instead.*



- After launching the LockDown Browser and if it detects some background processes, it will prompt you to close them. Click the 'Close Process' button for all processes that appear.



- Once you click 'Close Process', please note that you may lose access to Zoom on your primary device (laptop/PC) as all applications would have automatically closed. You do **not** need to restart your laptops or exit LockDown Browser if/when this happens, as it may cause the test to auto-submit. Communication will be done via the secondary camera (mobile phone) instead.

- Once done, you will be brought to the webpage featuring the dummy or Entrance Test.
- During the Trial session and actual Entrance test, the password will be given by the invigilator before you can begin the test.