

REAL ESTATE SALESPERSON (RES) EXAMINATION RULES AND REGULATIONS

Admission to Examination

1. Candidates are reminded to be PUNCTUAL and are encouraged to arrive at the examination venue an hour before the commencement of the examination. Candidates who arrive late but **within 15 minutes** from the commencement of the examination will be admitted to the examination room, 15 minutes after the start of the examination. Latecomers will not be given extra time to complete the examination. Candidates who **arrive 15 minutes** or later after the commencement of the examination will **NOT be allowed** to sit for the examination and there will be no refund of the examination fees.

Items to bring for Examination

2. Candidates are reminded to bring the following items:
 - a. Physical NRIC / Passport / Driving Licence / Employment Pass (**no digital ID is allowed**)
 - b. Pencil (2B pencils recommended)
 - c. Eraser
 - d. Calculators (Only calculators with no wireless communication, text-editing or programming capabilities and without print-out functionality are allowed. Calculators should not have a cover or instruction leaflets or instructions/formulae printed on the lid/cover of the calculator. Calculator application on mobile devices are **NOT** allowed as mobile devices are to be switched off during examination and not kept in the possession of the candidate during the examination)
3. Candidates are advised NOT to bring valuable personal belongings. NTUC LearningHub will NOT be liable for any loss or damage to other personal belongings of candidates under any circumstances.

Items Not Allowed during the Examination

4. Candidates are NOT allowed to have any electronic, communication, mobile or smart devices with them during the examination. Candidates shall place **all unauthorised items** (including mobile or smart devices, revision notes, documents, fitness trackers, wallets, and all other personal belongings) into their bag / or ziplock bag provided and place them on the floor at the designated area of the examination room.
5. Candidates must ensure that all mobile or smart devices are **POWERED OFF COMPLETELY** (not in sleep, silent or standby mode), with all alarms and notifications disabled, and placed inside their bags at the designated area of the examination room.
6. Candidates are **NOT allowed** to consume food or beverage (other than plain water) in the examination room. The water bottle must be placed on the floor next to the candidate's seat.
7. Caps, hats, and any other headwear are **NOT allowed** to be worn during the examination, unless for religious or medical purposes.

Before Examination

8. Candidates should check that they are at the right room and locate their seat based on the seating arrangement displayed outside the examination room before proceeding to their assigned desk.
9. Upon entering the examination room, candidates are required to place their belongings at the designated area of the examination room before proceeding to their assigned desk. Do not loiter or go to other locations in the examination venue. Candidates are **not allowed to interact** with one another, other than with the invigilators once seated at their assigned desk.

At the Start of Examination

10. Candidates are **not allowed to turn over** the question paper until they are given the permission to begin the examination.
11. Candidates are **not allowed to scribble or write anything** on the answer sheets or question papers before the official commencement of the examination.
12. Candidates are required to **write all their answers in the answer sheets** provided.

During the Examination

13. After the examination commences, candidates will be asked to sign their attendance.
14. Candidates are not allowed to leave their seat during the examination without the permission of an Invigilator. If candidates need to go to the washroom, candidates must seek permission from the Invigilator by raising their hand without disturbing other candidates. No extra time will be given.
15. Candidates are **not allowed** to leave the examination room **during the first hour and in the last 15 minutes** of the examination.
16. Candidates who have handed in their answer sheets to the Invigilator and exited the examination room will not be allowed to re-enter.
17. Silence must be observed at all times during the examination.
18. If a candidate's mobile phone rings or its alarm goes off in his/her bag during the exam, the bag will be removed and placed outside the room to avoid disturbance to other candidates and the incident will be reported to CEA.

At the End of Examination

19. Candidates **must stop writing immediately** when instructed to do so by the Invigilator and when the time for the examination is up.
20. Candidates are to remain seated until all the question papers and answer sheets have been collected and accounted for by the Invigilators.
21. Candidates must not leave their seats until the announcement to leave the examination room is given by the Invigilator. Dismissal timings may be staggered.

22. All copies of the question papers and answer sheets are property of CEA and **must be returned** to the Invigilator at the end of the examination.

Disciplinary Actions

23. Candidates who breach any of these examination rules and regulations or engage in any form of misconduct, including, but not limited to the following:

- a. Falsification of information on registration and/or taking part in an act of impersonation or other forms of cheating;
- b. Taking photographs or videos/audio recordings with any electronic devices in the examination room;
- c. Giving or receiving assistance on the examination, attempting to communicate or communicating with fellow candidates or other persons, and/or using unauthorised electronic devices, materials, or other study aids during the examination;
- d. Working on the examination during a time not authorised by the Invigilator (e.g. turning over the pages of the question paper before being given permission to do so, writing on the question paper or answer sheet before the commencement of the examination, and continuing to write when instructed to stop doing so);
- e. Removing from the examination venue or making copies or notes of examination materials, in whole or in part, in either hardcopy or softcopy form,

may be **immediately disqualified from the examination, have their examination results invalidated, be barred from taking future examinations** and/or face any other action deemed appropriate by CEA or NTUC LearningHub.

By participating in the examination, candidates are **deemed to have read, understood and agreed** to these examination rules and regulations.

----- End of Document -----