



Examinations Bureau

REAL ESTATE SALESPERSON (RES) EXAMINATION

RULES AND REGULATIONS (PAPER 1 / 2)

At The Examination Centre

1. **You are required to observe all COVID-19 pandemic safe management measures**, such as wearing a mask at all times, sanitizing your hands, and maintaining social distancing. Failure to adhere to these measures will lead to your disqualification from this examination, and/or **barred** from taking future examinations.
2. **You will need to undergo temperature screening and check in to the examination centre using SafeEntry.** You will be denied entry into the examination centre if you have a fever.
3. **Refrain from talking to or interacting with other candidates or persons other than the invigilators. Upon entry into the examination centre, you have to proceed immediately to your assigned desk in the designated examination room.** Do not loiter or go to other locations in the examination centre. You will be allowed to rest or do self-study at your desk prior to the start of the examination.
4. **Please use the toilet allotted for your examination room.** Follow the signage and directions of our examination personnel and do not use any other toilet in the examination centre. Wash/sanitize your hands thoroughly before returning to your desk.

In The Room Before The Examination

5. **Observe all COVID-19 pandemic safe management measures**, such as wearing a mask at all times, sanitizing your hands, and maintaining social distancing. Failure to adhere to these measures will lead to your disqualification from this examination, and/or future examinations.
6. Before entry into the room, **check and confirm that you are at the right room. Proceed to your assigned desk** and take your seat. You can rest or do self-study until the official announcement to start the examination is given by the announcer.
7. **Avoid unnecessary talking or interaction with other people other than the invigilator in the room.** If you need to talk to the invigilator, speak softly and observe all safe distancing protocols.



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8. Place your bag on the floor under your examination desk. All water bottles must also be placed on the floor.

9. When the official announcement to start the examination is given, you must only have the following items on your desk:

- NRIC/PASSPORT/Employment Pass;
- 2B non-mechanical pencils (**bring your own – no borrowing of pencils due to the COVID-19 situation**);
- Erasers (**bring your own – no borrowing of erasers due to the COVID-19 situation**);
- Calculators (**bring your own – no borrowing of calculators due to the COVID-19 situation**; financial and scientific calculators are allowed but graphing calculators and calculator applications on mobile devices are NOT allowed);
- Jacket/sweater;
- Bottle of plain water (on the floor).

10. You are to place all other items in your bag. These items will include:

- Notes;
- Documents;
- Mobile and communication devices;
- SMART watches;
- Fitness trackers;
- Wallet;
- Any other personal belongings.

DO NOT keep your mobile phones or SMART devices in your pocket.

11. You are to ensure that:

- your calculators are silent and without print-out facilities;



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- there are no calculator covers, instruction leaflets or instructions/formulae printed on the lid/cover of the calculator;
 - any information and/or programmes stored in your calculator has been cleared.
12. If you do not have any bag to put your non-permitted items, surrender them to the invigilator **before** the start of the examination. **RELC Examinations Bureau will NOT be responsible for any theft, loss or damage to these items.**
 13. **DO NOT keep your mobile phones or SMART devices with you.** You cannot put them in your pocket, wear them or place them on your examination desk. They must be kept in your bag. **Any candidate found to be in physical possession of their mobile or SMART devices during the examination will be reported to CEA.**
 14. You **MUST SWITCH OFF** (not in vibration or airplane mode) all mobile and SMART devices before storing them in your bags. Remember to disable any alarm in your mobile devices, SMART devices or watches.
 15. **RELC Examinations Bureau is NOT responsible for any theft, loss or damage to any valuables or personal belongings at the examination centre.**

During The Examination

16. You are **not allowed to interact** with any examination candidate in the examination room or in the toilet once the examination has started.
17. You are **not allowed to open** the Question Paper until you are told to do so.
18. You are **not allowed to scribble or write anything** on the Answer Sheet or Question Paper before the official commencement of the examination.
19. You must **write all your answers in the Answer Sheet** provided and not on the Question Paper.
20. You are to use only **2B non-mechanical pencils**.
21. You are **not allowed to leave** your seat during the examination except for toilet breaks. If you need to use the toilet, please raise your hand to alert the invigilator. Go to the toilet allotted for your examination room. **No extra time** will be given for toilet breaks.



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22. You are **not allowed to leave** the examination room during the **first hour or last 15 minutes** of the examination.
23. An announcement will be made to alert you of the **last 15 minutes** of the examination.
24. Once you have handed in your completed papers to the invigilator and exited the examination room, **you will not be allowed to re-enter the room** under any circumstances.
25. You **must stop writing** when instructed to do so by the invigilator and when the time for the examination is up. Any candidate who is still writing when the time is up **will be reported to CEA.**
26. **Silence must be observed** at all times during the examination. You are to remain seated even when all examination materials have been collected by the invigilator.
27. At the end of the examination, you **must not leave your seats** until the announcement to leave the examination room is given. Your dismissal will be staggered.
28. All copies of the question and examination papers are properties of CEA and **must be returned** to the invigilator at the end of the examination. **Recording of examination questions in any form is strictly prohibited.** Any candidate who is found to have recorded any examination questions or who leaves the examination room with any examination material **will be reported to CEA.**
29. Candidates who **breach any of the above stated regulations may be disqualified** from the examination and/or **barred** from taking future examinations.
30. CEA and RELC Examinations Bureau take a **serious view on cheating** during the examination. CEA reserves the right to **bar any candidate attempting to gain an unfair advantage in the examination (whether by breaching an examination regulation or otherwise) from future examinations.**