Step-by-Step Guide for the Registration and Taking of the Mandatory Theory Test for E-Scooter and Power-Assisted Bicycle Riders

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1. Registration for Online Theory Test
(Note: Registration can only be done on a laptop or a desktop. Please allow pop-ups/disable pop-up blockers and clear your cache on your browser. Your account will be valid for 90 days from the day that your account has been created. You have to attempt the theory test within the 90-day period.)

a. Go to Singapore Polytechnic’s Professional & Adult Continuing Education Academy (PACE) website at [www.pace.sp.edu.sg](http://www.pace.sp.edu.sg)

b. Scroll down to “Assessments” and click on “Find out more”.

![Image of the PACE website](https://www.sp.edu.sg/pace)
c. Select the theory test (Electric-Scooter or Power-Assisted Bicycle) that you wish to take by clicking on “Find out more” under the respective category.

d. Choose the language that you wish to take the theory test in.
e. If you are taking the theory tests for the **first time** in your selected language, please select “First Registration”.

If you have used up your available attempts and are **re-registering** to take the test again, please select “Subsequent Registrations”.

f. You will be brought to PACE Academy’s e-services diagnostic page. Click “Proceed” for PACE to run some diagnostic tests on your device. This is to determine whether your device is configured to have an uninterrupted online registration experience. Do ensure that you follow the instructions given.
g. Once you have cleared the diagnostics checks, you will be required to provide the required information at the registration page. You can choose to retrieve your information via the Myinfo Singpass option or manually key them in.

h. If you choose to retrieve your information via Singpass, you will be required to log in with your Singpass.
i. Thereafter, click on “Retrieve MyInfo with Singpass”. You will be required to fill in the mandatory field/s (e.g. email) for information that is not available on MyInfo. Once you have provided all the information, click “Save” and then click “Next”.

j. Provide the information required on the next page. Once you have provided all the information, click “Save” and then click “Next”.

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*This website is compatible with following browsers:
- Internet Explorer (9 or later)
- Mozilla Firefox (24 or later)
- Google Chrome (15 or later)
- Safari (8 or later)
k. Once you have checked that the information shown on the Registration Summary page is correct, click on “Proceed” to make payment.

l. **Select your payment mode.** Payment can be made via credit/debit card or e-NETS.

   If you do not have the credit/debit card information with you during registration, you can still pay within **3 days** from the day of registration. Please note down your **Registration Reference ID** as it will be required for your post-registration payment. Refer to **2. Post-registration payment** for the steps. If payment is not made within 3 days, the system will remove your registration and you will have to register again.

   If you have misplaced your Registration Reference ID, you may wish to contact Singapore Polytechnic’s One-Stop Centre at **6772 1288**. The call centre is open during business hours from 8.30am to 5.00pm on weekdays, 8.30am to 12.30pm on eve of Public holidays and closed on Saturdays, Sundays and Public Holidays.
m. Once you have selected your payment mode, click on “Make e-Payment”. Do note down your Registration Reference ID for future transactions.

n. Please note that your account will be valid for 90 days from the day that your account has been created. As such, please attempt the theory test within the 90-day time period.

o. You will receive an email within a few days to inform you that you can proceed to attempt the Theory Test at https://epace.sp.edu.sg/PACE/logon_pace.aspx. Refer to 4. Taking the theory test (1st attempt) for more details.
2. Post-Registration Payment
(Note: This is only applicable for riders who have not made payment upon account registration. Payment can only be done on a laptop or a desktop. Please allow pop-ups/disable pop-up blockers and clear your cache on your browser.)

a. Go to Singapore Polytechnic’s Professional & Adult Continuing Education Academy (PACE) website at [www.pace.sp.edu.sg](http://www.pace.sp.edu.sg). Click on “Student Services” and select “Online E-Payment”.

b. You will be brought to PACE Academy’s e-services diagnostic page. Click “Proceed” for PACE to run some diagnostic tests on your device. This is to determine whether your device is configured to have an uninterrupted payment experience. Do ensure that you follow the instructions given.
c. Once you have cleared the diagnostics checks, key in your **Registration Reference ID** and click “View Details”.

If you have misplaced your Registration Reference ID, you may wish to contact Singapore Polytechnic’s One-Stop Centre at **6772 1288**. The call centre is open during business hours from 8.30am to 5.00pm on weekdays, 8.30am to 12.30pm on eve of Public holidays and closed on Saturdays, Sundays and Public Holidays.

d. You will be brought to a payment page for you to make payment via credit/debit cards or eNETS. Select your preferred payment mode to make payment.
e. Please note that your account will be valid for 90 days from the day that your account has been created. As such, please attempt the theory test within the 90-day time period.

f. You will receive an email within a few days to inform you that you can proceed to attempt the Theory Test at [https://epace.sp.edu.sg/PACE/logon_pace.aspx](https://epace.sp.edu.sg/PACE/logon_pace.aspx). Refer to 4. Taking the theory test (1st attempt) for more details.
3. Taking the E-Learning Course
(Note: The e-learning course can only be done on a laptop or a desktop. Please allow pop-ups/disable pop-up blockers and clear your cache on your browser.)

a. Once you have successfully registered and made payment, you will receive an email within **a few days** to inform you that you can proceed to attempt the Theory Test at [https://epace.sp.edu.sg/PACE/logon_pace.aspx](https://epace.sp.edu.sg/PACE/logon_pace.aspx).

b. Log in using your Singpass.

c. Click on “**My Tasks**” to find the theory test that you have registered for. Click on the title to enter the theory test module.
d. Click on the e-learning course if you wish to revise the topics that you will be tested on, before attempting the theory test.

e. Important information to take note:
   - The e-learning course is not compulsory.
   - You are not required to attempt the theory test immediately after doing the e-learning course.
   - However, please note that your account will be valid for 90 days from the day that your account has been created. As such, please attempt the theory test within the 90-day time period.
4. Taking the Theory Test (1\textsuperscript{st} Attempt)
(Note: It is recommended to do the theory test on a laptop or a desktop. Please allow pop-ups/disable pop-up blockers and clear your cache on your browser.)

a. Once you have successfully registered and made payment, you will receive an email within a \textbf{few days} to inform you that you can proceed to attempt the theory test at \url{https://epace.sp.edu.sg/PACE/logon_pace.aspx}.

b. Log in using your Singpass.

c. Click on “\textbf{My Tasks}” to find the theory test that you have registered for. Click on the title to enter the theory test module.
d. You are required to read the test instructions before attempting the theory test. After reading the instructions, click on the theory test to start your test.

e. Ensure that you have selected an answer for all multiple-choice questions before submitting the test. You will be prompted to confirm if you are sure that you want to submit your test answers.

(i) Click “Yes” if you wish to submit your answers. Thereafter, the system will indicate your score and whether you “Pass” or “Fail”.

- If you “Pass”, a digital certificate will be sent to your registered email address. You can also save or print your digital certificate at the “View Result/Print Certificate” which can be found on the left panel.
- You are advised to save a copy/screenshot of your digital certificate on your mobile phone. This is for easy access should Enforcement Officers request to view your digital certificate when enforcement commences on 1 January 2022.
• If you “Fail”, you will be given a free second try. Refer to 5. Taking the Theory Test (2nd Attempt) for more details. If you do not have any attempts left, refer to 6. Re-registration for a new account on how to apply for the theory test again.

(ii) Click “No” if you do not wish to submit your answers. You will be taken back to the theory test questions.

f. Important information to take note:
• The system will submit your answers automatically, if you did not submit the answers within the given time.
• Questions that are not answered will be considered as submitting a wrong answer.
• Should you pass your theory test, your account will be automatically closed. As such, do ensure that you have a copy of your digital certificate before logging out.
5. Taking the Theory Test (2nd Attempt)
(Note: It is recommended to do the theory test on a laptop or a desktop. Please allow pop-ups/disable pop-up blockers and clear your cache on your browser.)

a. If you did not pass your first attempt, you can retake the theory test immediately or do so on another day before your account expires.

b. If you wish to retake the theory test attempt immediately, click on the theory test to proceed.

c. If not, you can simply log out and retake the theory test whenever you are ready via https://epace.sp.edu.sg/PACE/logon_pace.aspx with your Singpass.
d. Under “My Tasks” tab, look for your registered theory test and click on the title to access the test module.

e. Click on the theory test to proceed with your second theory test attempt.
6. Re-registration for a New Account
(Note: Registration can only be done on a laptop or a desktop. Please allow pop-ups/disable pop-up blockers and clear your cache on your browser.)

a. Your account will be closed if you failed both tries on the theory test.

b. To take the theory test again, you will need to register for a new account.

c. Go to Singapore Polytechnic’s Professional & Adult Continuing Education Academy (PACE) website at www.pace.sp.edu.sg

d. Scroll down to “Assessments” and click on “Find out more”.

e. Select the Theory Test that you wish to take by clicking on the respective “Find out more”.

f. Choose your preferred language for the theory test by selecting from one of the four given options.
g. As you are re-registering for a new account, please select “Subsequent Registrations”.

h. If this is your second account registration, please select “Second Registration”, and so on. You will need to select the correct registration box to proceed with re-registration.

i. Please refer to 1. Registration for the Online Theory Test, from step (f) onwards, for more details on how to complete the registration process.