STEP-BY-STEP GUIDE
MANDATORY THEORY TEST (MTT)
FOR PAB AND E-SCOOTER

Version 3.0

Abstract

A Step-by-step guide to register for examination inside STEP
And accessing of POLITEMALL to complete the e-Learning and Exam

IMPORTANT -
Students must be **at least 16 years old** to legally take the PAB and/or ES exam.

WARNING -
Test results and e-Certificate will be invalid if the student is found to be underage.

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

Contents

Version Control 2
1. Registration for Online Theory Test 3
2. Applying for an Online Theory Test via the Skills Training & Enhancement Portal (STEP) 5
3. Post-Registration Payment on STEP 7
4. Taking the E-Learning Course on POLITEMALL 9
5. Attempting the examination on POLITEMALL 12
6. Instructions to Students who passed the examination 16
8. Instructions to students who failed the examination 16
9. Viewing your results after completing the examination 17
10. Re-registration for Theory Examination. 19
Appendices 21
SP PACE (Professional & Adult Continuing Education) Academy 21
STEP (SKILLS TRAINING & ENHANCEMENT PORTAL) 21
POLITEMALL 21

Version Control

Changes	Release No.	Effective Date
Release of document	Version 1.0	2021
Update the guide to include registration on the new training management system, STEP (Skills Training and Enhancement Portal)	Version 2.0	2024
Update the guide to include accessing the new portal, POLITEMALL, to complete the E-Learning and exam.	Version 3.0	2025

1. Registration for Online Theory Test

Notes:

i) **Candidates MUST create a student account inside the Skills Training & Enhancement Portal (STEP), https://stms.polite.edu.sg/, to register for the online theory test.**

- Candidates can sign up for an account using Singpass (recommended) or a personal email address.
- Instructions on creating an account (sign-in) are on the STEP Student Knowledge, which can be found here or by accessing the URL (see below) https://stms.polite.edu.sg/kp/student/index.htm - !Documents/signin.htm

ii) Registration is recommended on a laptop or desktop. Please allow pop-ups, disable pop-up blockers, and clear your browser's cache.

iii) If you do not have a PC or a laptop, you may wish to visit the following venues to **register**:

- **One-Stop-Centre (OSC) at Singapore Polytechnic**. There will be customer service personnel to provide you access to a computer to complete your online registration. It is located at Block T16, level 2, beside McDonald's. The opening hours are 8.30 am to 5.00pm on weekdays, 8.30am to 12.30pm on eve of Public Holidays, and closed on Saturdays, Sundays and Public Holidays. You will need to bring along your NRIC and relevant payment cards as cash payment is not accepted.
- **Public libraries managed by the National Library Board (NLB).** There are multimedia stations at all public libraries except library@chinatown and library@orchard. Each multimedia station offers paid access to the Internet for up to 2 hours. To access the Internet, you can purchase Usage Time Blocks via the multimedia stations or the printing stations. Singaporeans and PRs aged 50 and above can enjoy 1 hour of free Internet access by logging in with their myLibrary ID. More information can be found here.

iv) Alternatively, you may wish to attempt registration on your smartphone by switching to "Desktop View" in the Internet browser settings.

v) Please note that you have 90 days to take the online theory test on the ePACE portal after you have registered, paid and accepted for the examination.

Registration for Online Theory Test

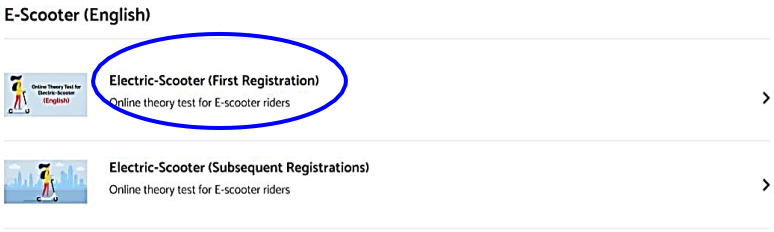
a. Register for the theory test on the Skills Training & Enhancement Portal (STEP) by accessing Singapore Polytechnic's Professional & Adult Continuing Education Academy (PACE) website:

Registration for Theory Test on STEP (via PACE)	
Electric Scooters (E-Scooters)	Go to https://go.gov.sg/register-mttescooter
Power-Assisted Bicycle (PAB)	Go to https://go.gov.sg/register-mttpab

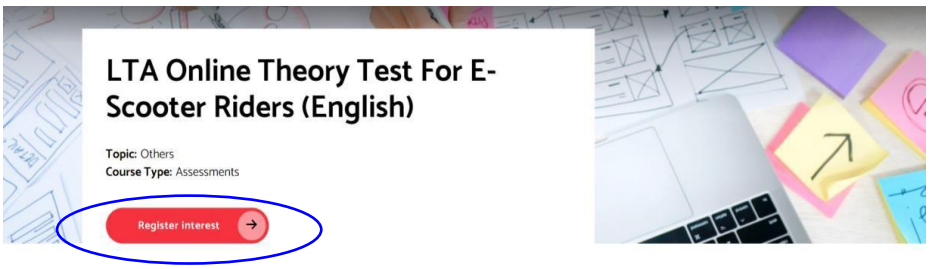
b. Choose the language you wish to take the theory test in (English/Chinese/Malay/Tamil)

- 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 attempt and are re-registering to take the test again, please select "**Subsequent Registrations**".

  Refer to **5. Re-registration for a New Account** for the steps



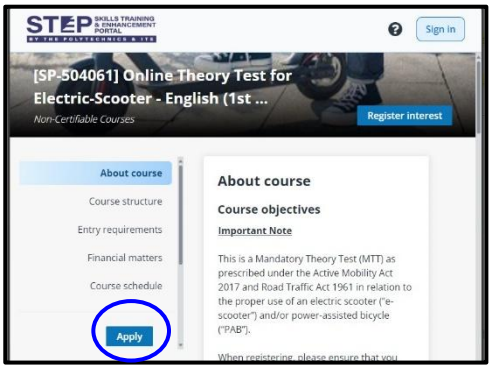
c. You will be taken to the page to **"Register Interest".**



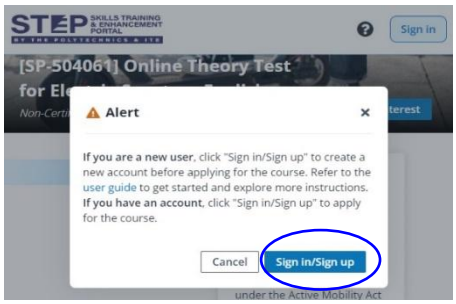
2. Applying for an Online Theory Test via the Skills Training & Enhancement Portal (STEP)

You will be directed from Singapore Polytechnic's Professional & Adult Continuing Education Academy (PACE) website to Skills Training & Enhancement Portal (STEP)

a. Click **"Apply"** when you are taken to the STEP website.

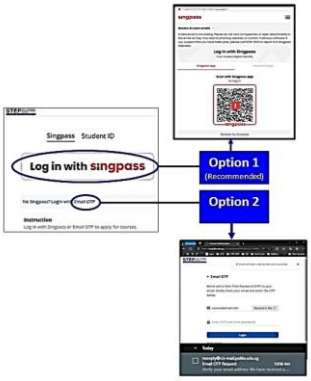


b. Click **"Sign in/Sign up"** to continue registering inside STEP.



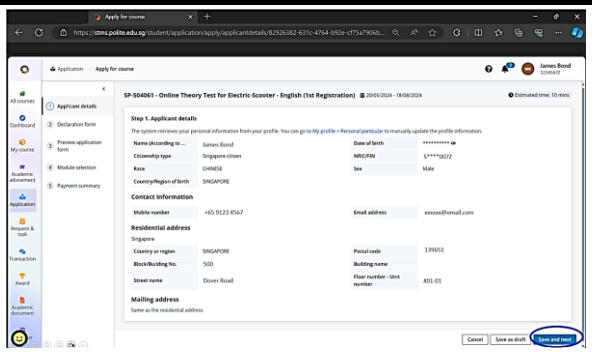
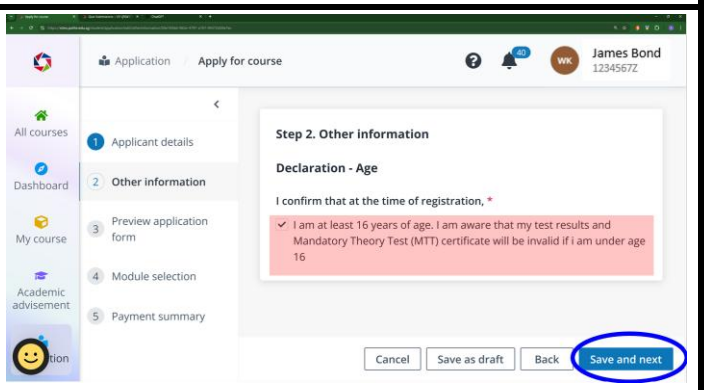
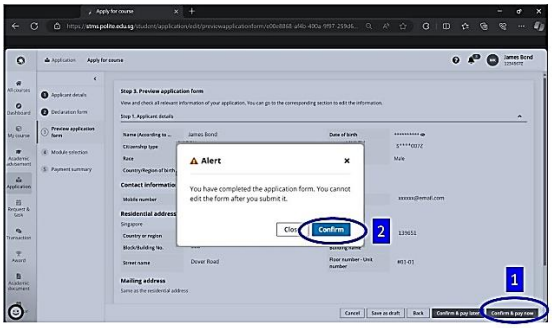
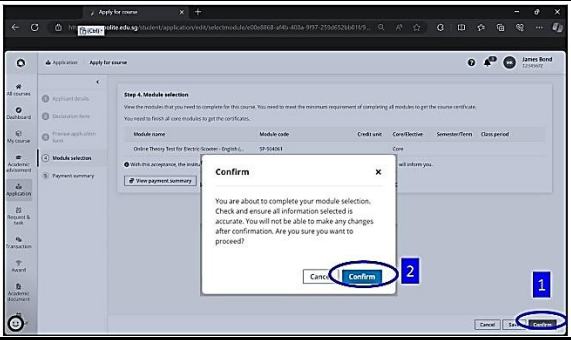
c. You will be prompted to log in to apply for courses via these two login methods.

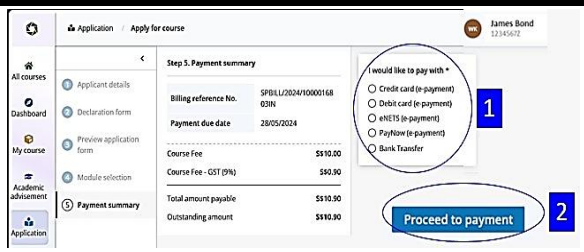
- Option 1 – **"Login with Singpass"**
- Option 2 – Login with **"Email OTP"**



Note –
Instructions on creating an account (sign-in) can is listed on the website link below:
https://stms.polite.edu.sg/kp/student/index.htm - !Documents/signin.htm

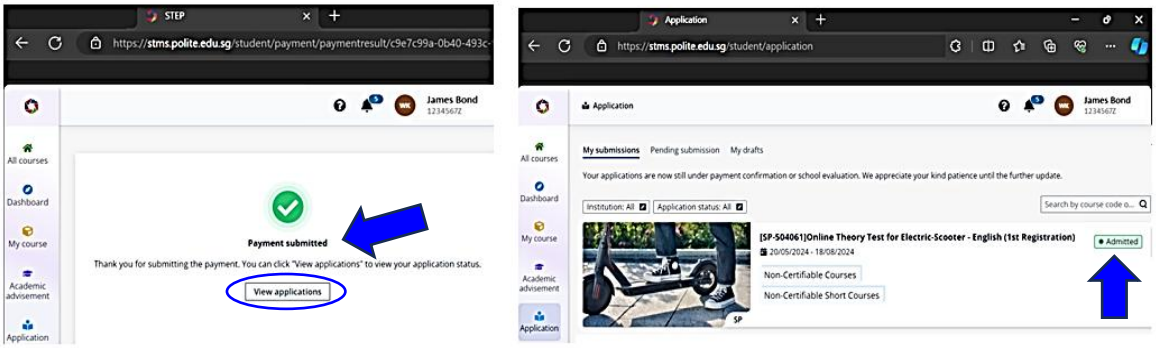
d. You will be taken to the STEP application page to check your details and pay.

STEP APPLICATION PAGE	SCREENSHOT OF STEP
• Section 1 – Application Details - **Click "save and next."**	
• Section 2 – Declaration Form - Age Click **"save and next."** **IMPORTANT** - Students must be **at least 16 years old** to legally take the PAB and/or ES exam. **WARNING** - Test results and e-Certificate will be invalid if the student is found to be underage.	
• Section 3 – Preview Application form Click **"Confirm & Pay now"** and A pop-up window will appear and click **"Confirm"** to continue.	
• Section 4 – Module Selection Click **"Confirm"** and A pop-up window will appear and click **"Confirm"** to continue.	

STEP APPLICATION PAGE	SCREENSHOT OF STEP
• Section 5 – Payment Summary Select your preferred payment method *(Credit/Debit Card, eNETS, PayNow, Bank Transfer)* and Click ***"Proceed to Payment"***	

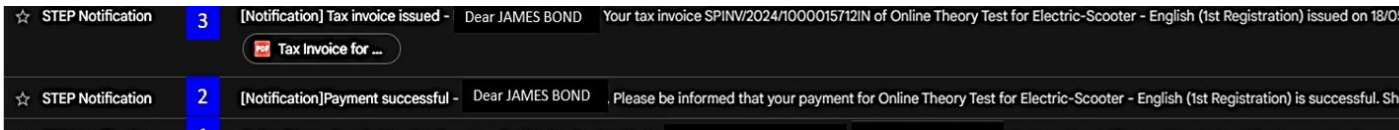
3. Post-Registration Payment on STEP

a. Once payment has been made, system will reflect "Payment Submitted" and you can **"view applications"** inside STEP which will show that you are "Admitted".

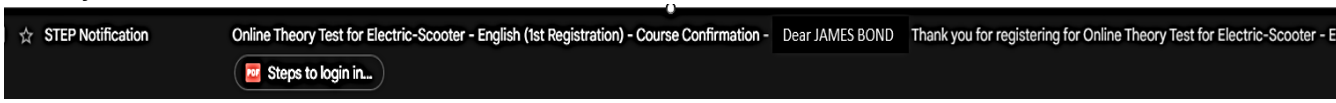


b. You will also receive **a few system emails** from the Skills Training Enhancement Portal (STEP), **"STEP Notification",** to inform you on the following status:

1. **Online Theory Test Notification** – To make payment if required.
2. **[Notification] Payment Successful –** Payment has been captured by STEP.
3. **[Notification] Tax Invoice Issued** – Invoice generated by STEP.



c. Once you receive the STEP Notification and "**Course Confirmation"** email,



Please follow the instructions in the email to access the POLITEMall, https://politemall.polite.edu.sg/, to take the online test.

Refer to **4. Taking the E-Learning Course on POLITEMALL** for more details.

Dear STUDENT

Thank you for registering for Online Theory Test of Power-Assisted Bicycle - Chinese (1st Registration).

Course details are as follows:

Course Title:	Online Theory Test of Power-Assisted Bicycle - Chinese (1st Registration)
Course Dates:	DD/MM/YYYY - DD/MM/YYYY
Link to Test	• Please use this link to access POLITEMALL to access your test: https://politemall.polite.edu.sg/
Others:	• You may refer to the guide attached for the instructions to log in to the POLITEMALL.
After test completion	• If you pass the test, log in to STEP to download the e-certificate 2 days later. • If you failed the test, you can register again for Power-Assisted Bicycle (PAB) and/or Electric Scooter (ES).

Important

We look forward to seeing you complete the course and hope you will find the course beneficial to your professional development.

If you need more information, please email us at pace@sp.edu.sg or contact us at Tel: (65) 67721288.

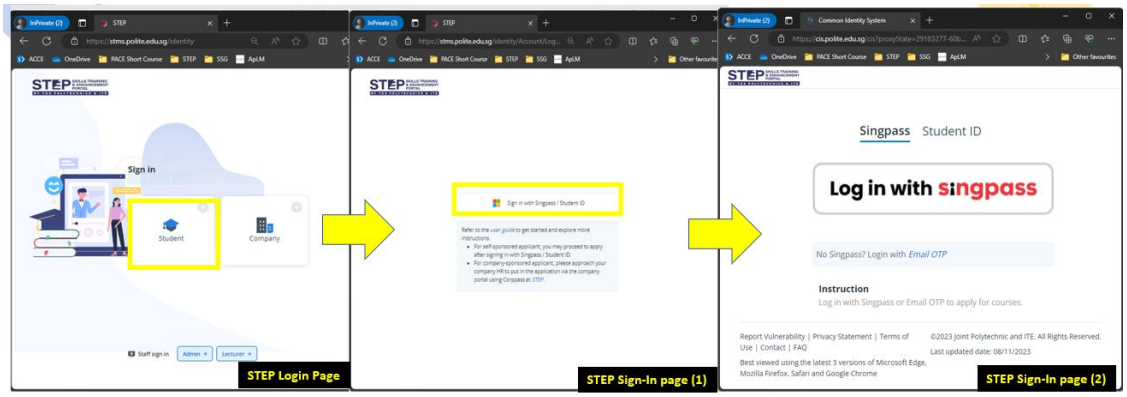
Programme Administrator
PACE Academy

4. Taking the E-Learning Course on POLITEMALL

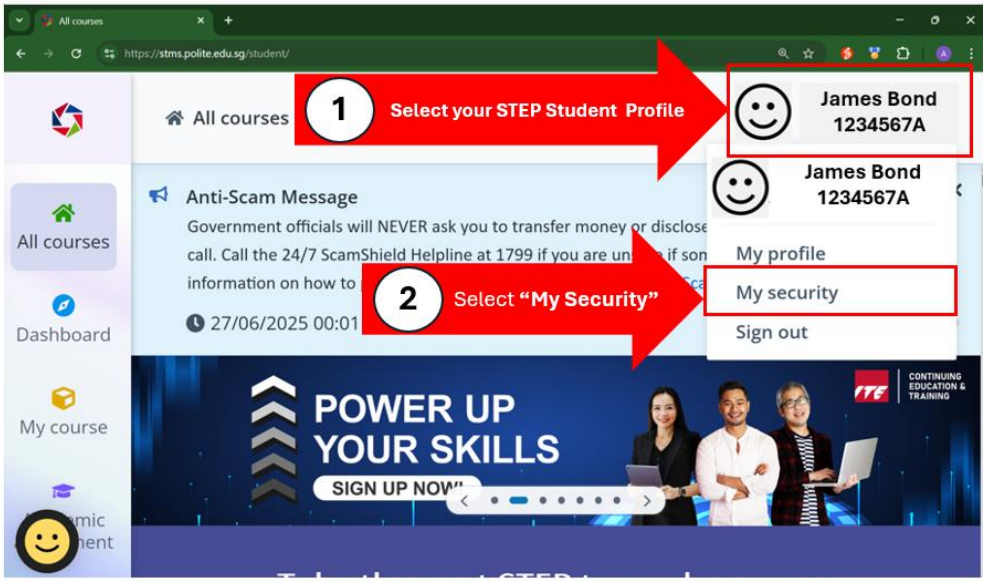
Note:

It is recommended for the e-learning course to be done on a laptop or a desktop. Please allow pop- ups/disable pop-up blockers and clear your cache on your browser. If you do not have a laptop or a desktop, you may wish to visit any NLB libraries with multimedia terminals **(refer to the Note box in 1. Registration of Online Theory Test)** or attempt the e-learning course on smart devices.

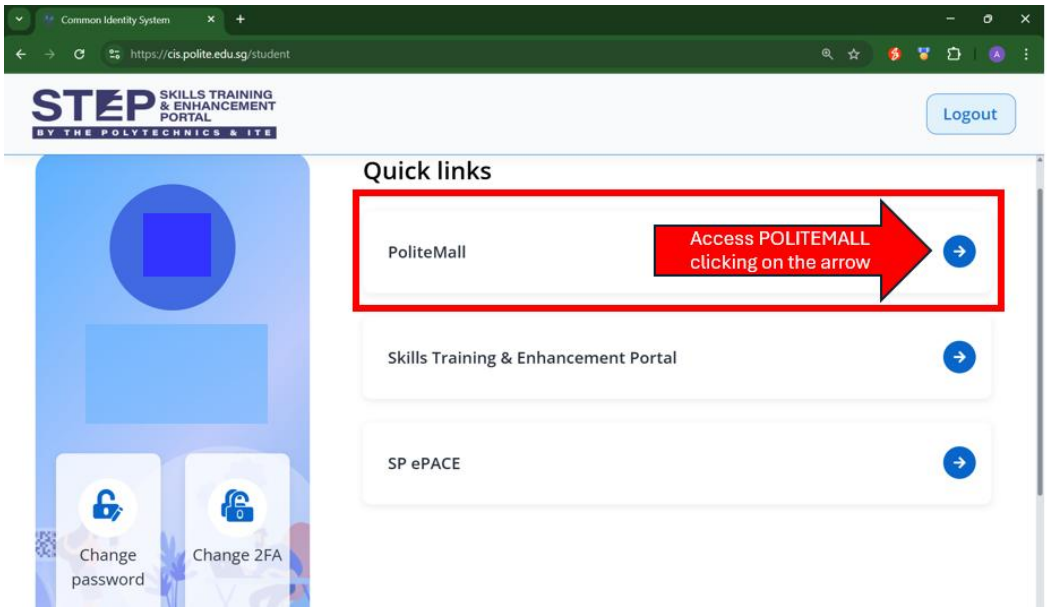
a. Access the STEP,https://stms.polite.edu.sg/identity , using your SingPass or Student ID



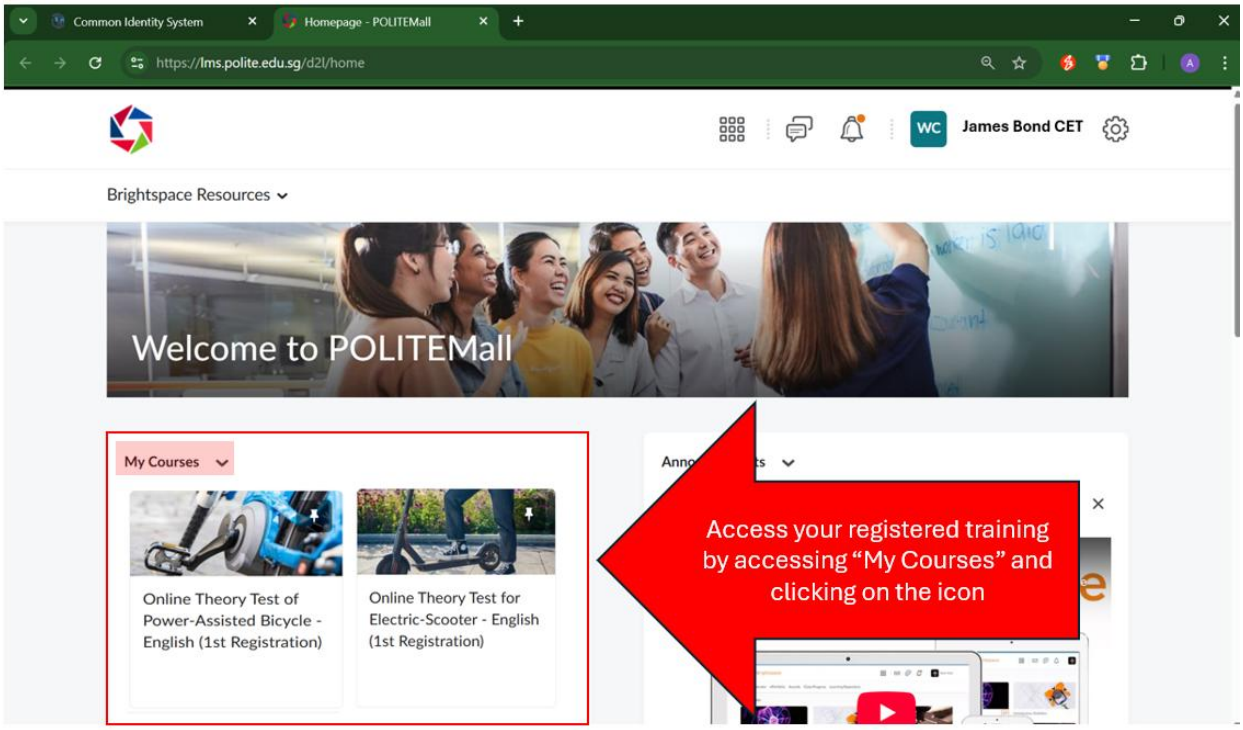
b. Access STEP student profile and select **"My Security"** to access POLITEMALL



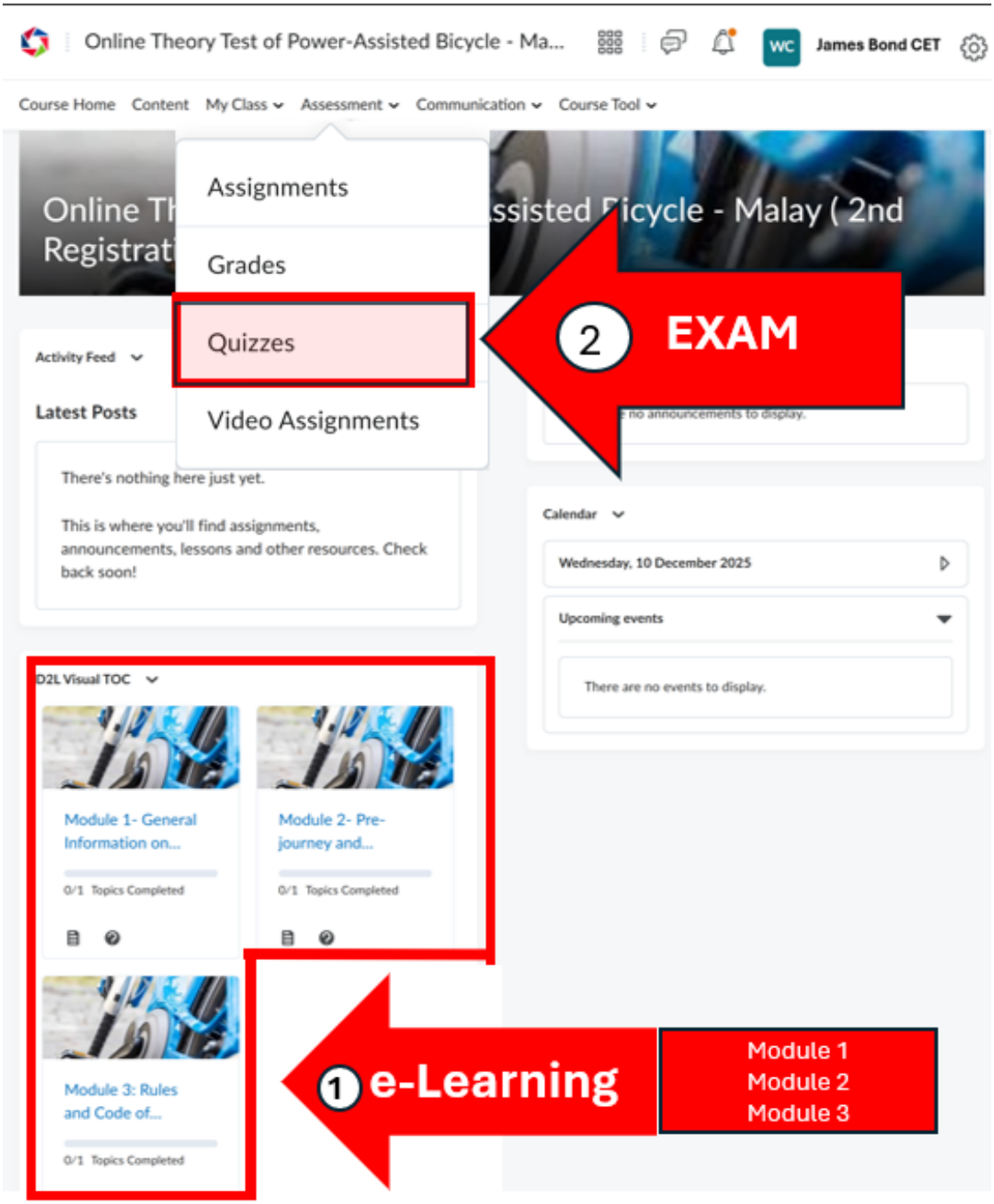
c. Continue by clicking on the **arrow** to access the POLITEMALL portal from STEP



d. Please look for your examination by accessing “My Courses” and clicking the picture

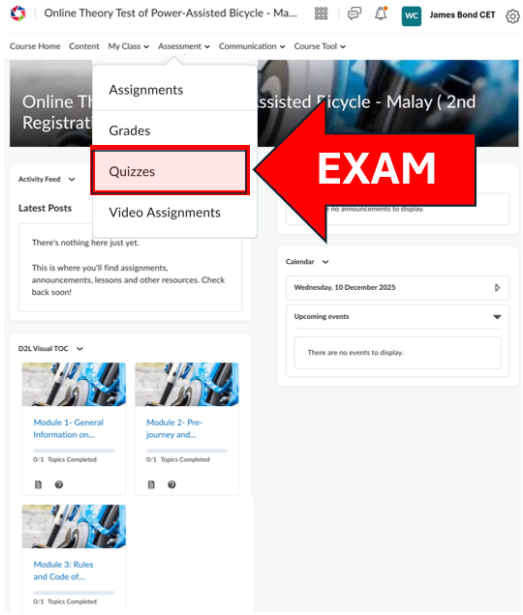


e. At the POLITEMALL Course Website Page, you will be able to access the **e-Learning** and **examination** by clicking on the respective sections.

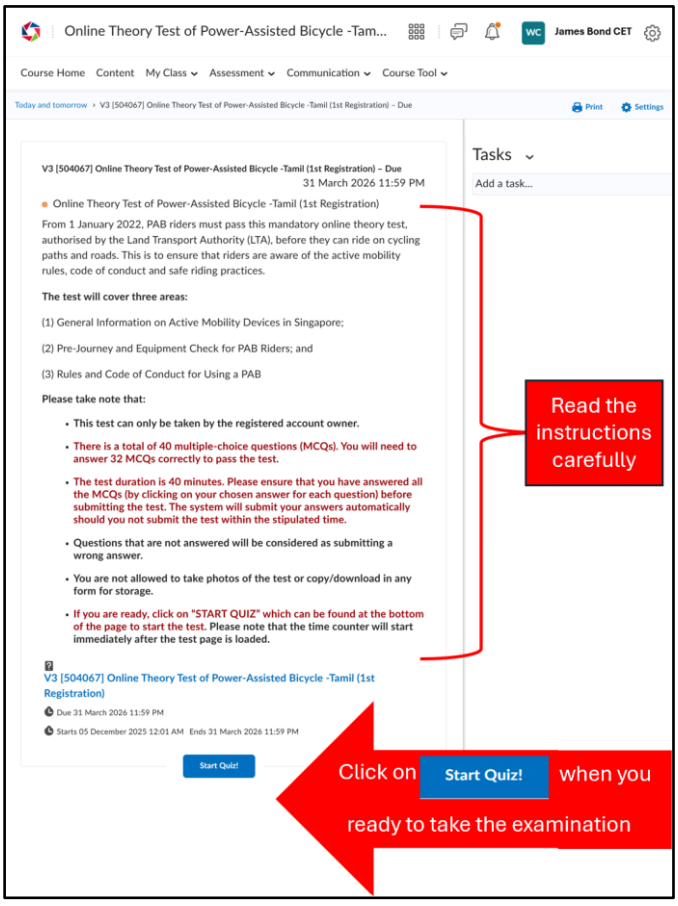


5. Attempting the examination on POLITEMALL

i. Access your course main page and navigate to the section on “Quizzes”

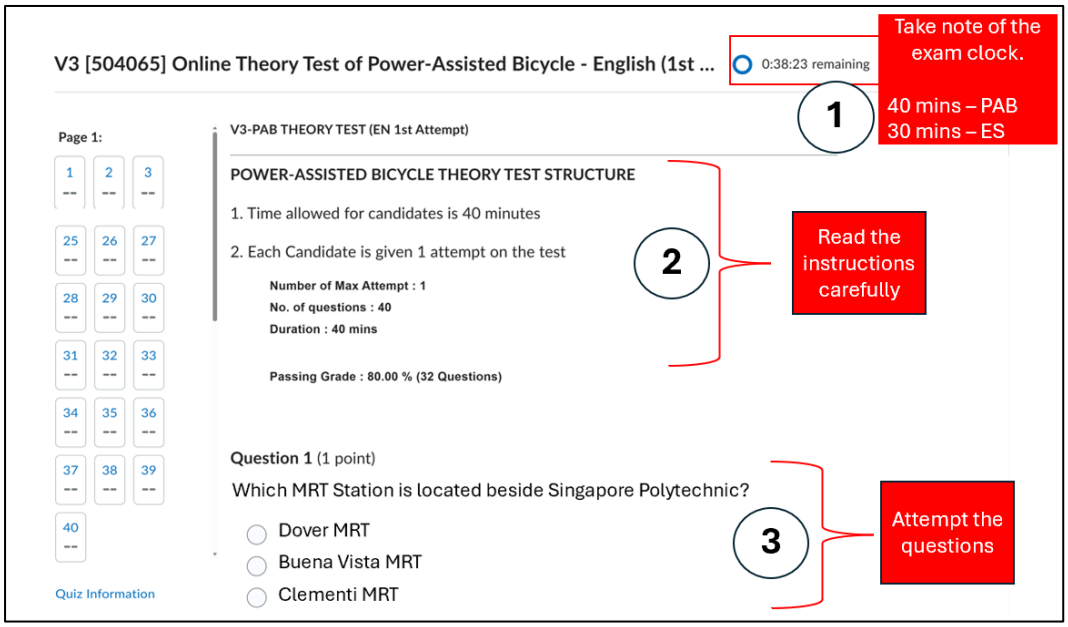


ii. At the exam page, please read the instructions carefully and “**START QUIZ**” when ready

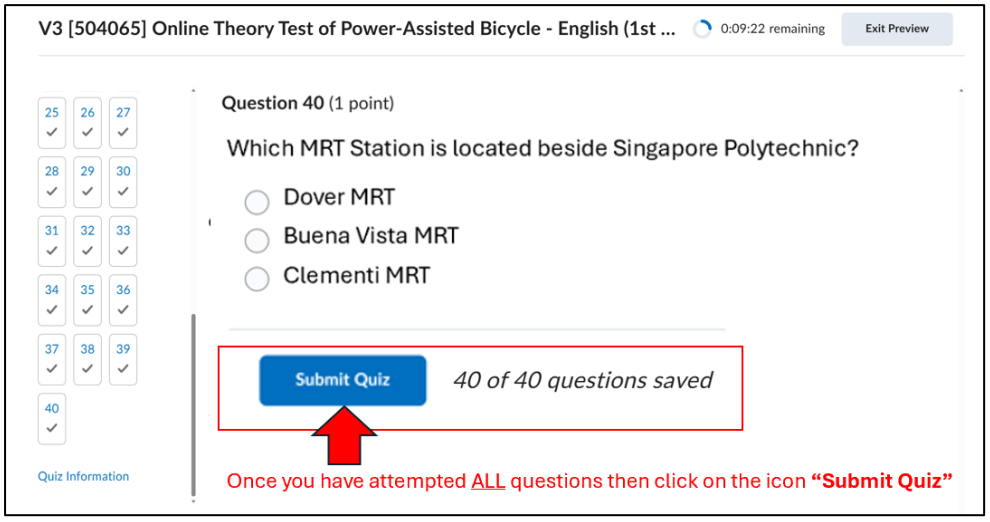


iii. Please attempt all the questions and take note of the exam timer on the browser.

Power-Assisted Bicycle (PAB) – 40 Minutes – 40 Questions
Electric Questions (ES) – 30 Minutes – 30 Questions

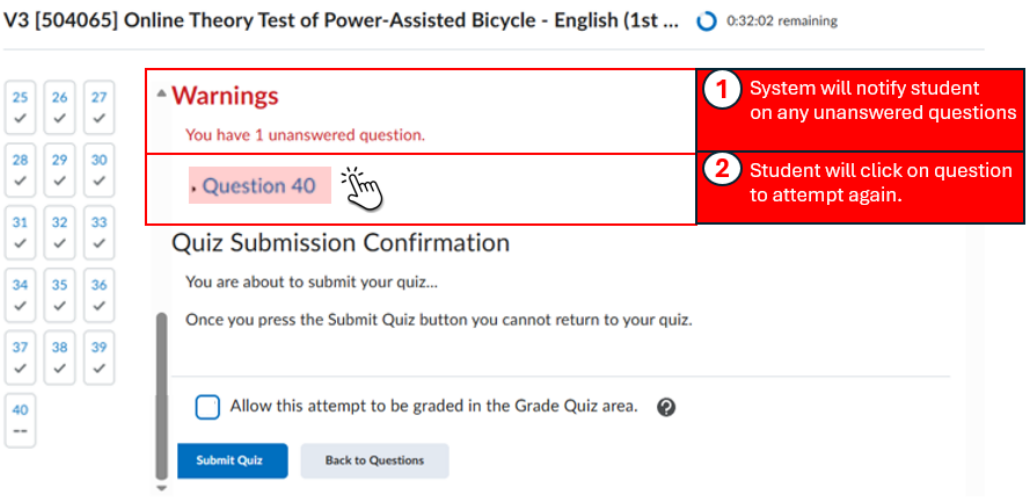


iv. Please ensure that you have attempted all the questions and click **"Submit Quiz"**

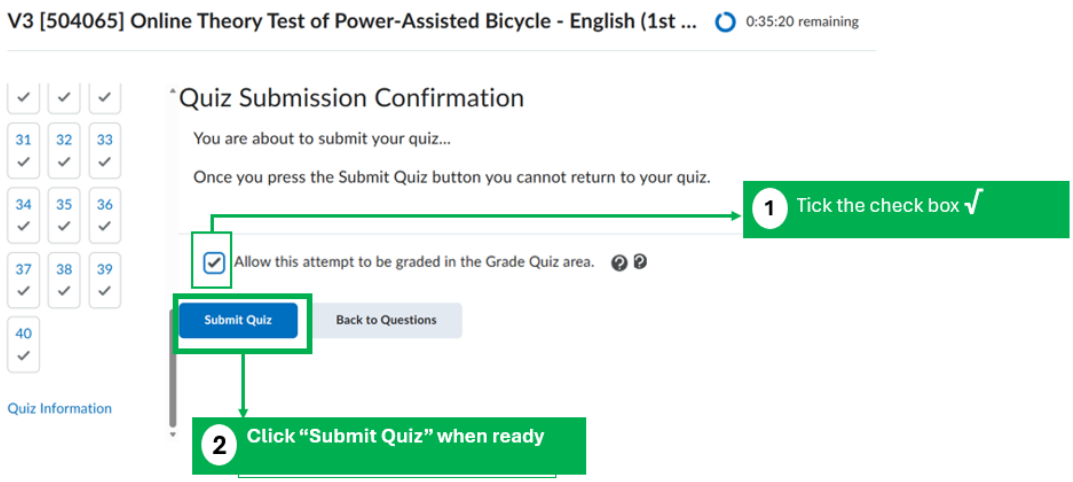


v. System will do a final verification before allowing the student to **"Submit Quiz"**

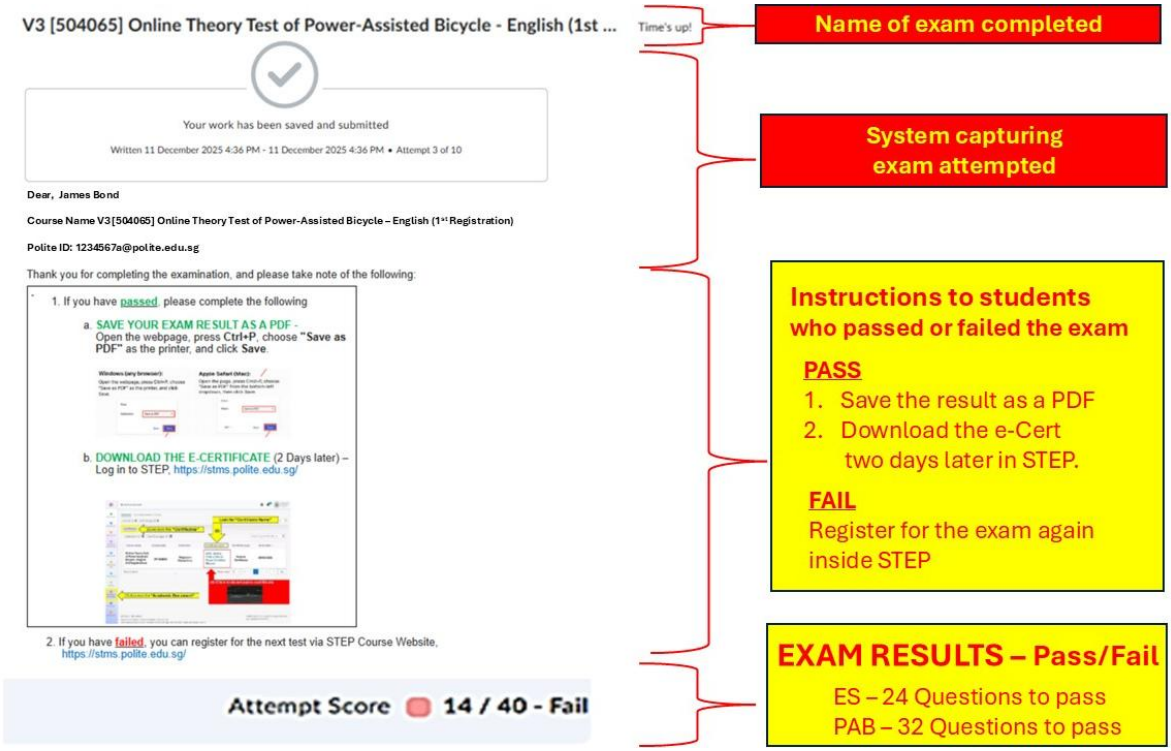
- If you have **unanswered questions**, the system will prompt you to complete them.



- If you have **answered ALL questions**, then you can proceed to submit



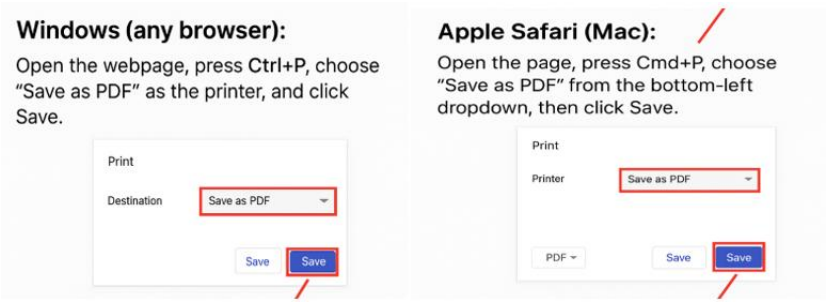
g. System will **display the <u>exam results</u>** immediately once the student has submitted.



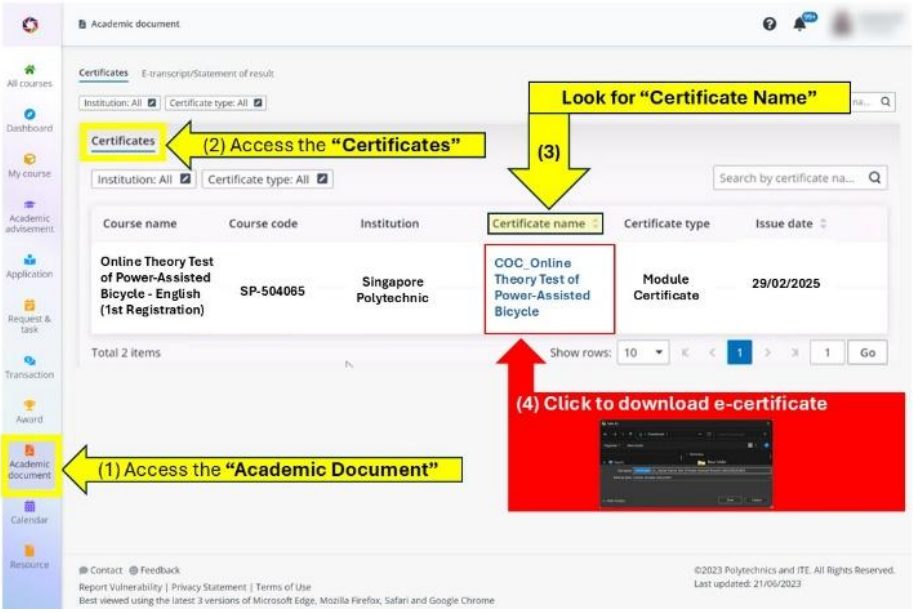
6. Instructions to Students who passed the examination

7. If you have **passed**, please complete the following

   a. **SAVE YOUR EXAM RESULT AS A PDF -**
   Open the webpage, press **Ctrl+P**, choose **"Save as PDF"** as the printer, and click **Save**.



   b. **DOWNLOAD THE E-CERTIFICATE** (2 Days later) –
   Log in to STEP (Click Link) to access



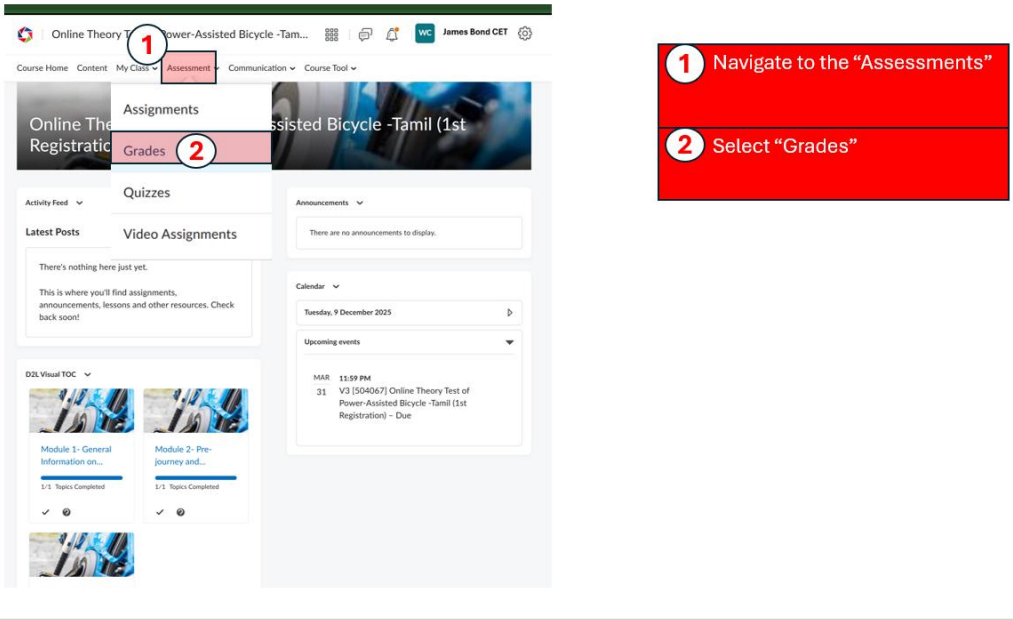
8. Instructions to students who failed the examination

If you have **failed**, you can register for the next test by accessing the links listed below

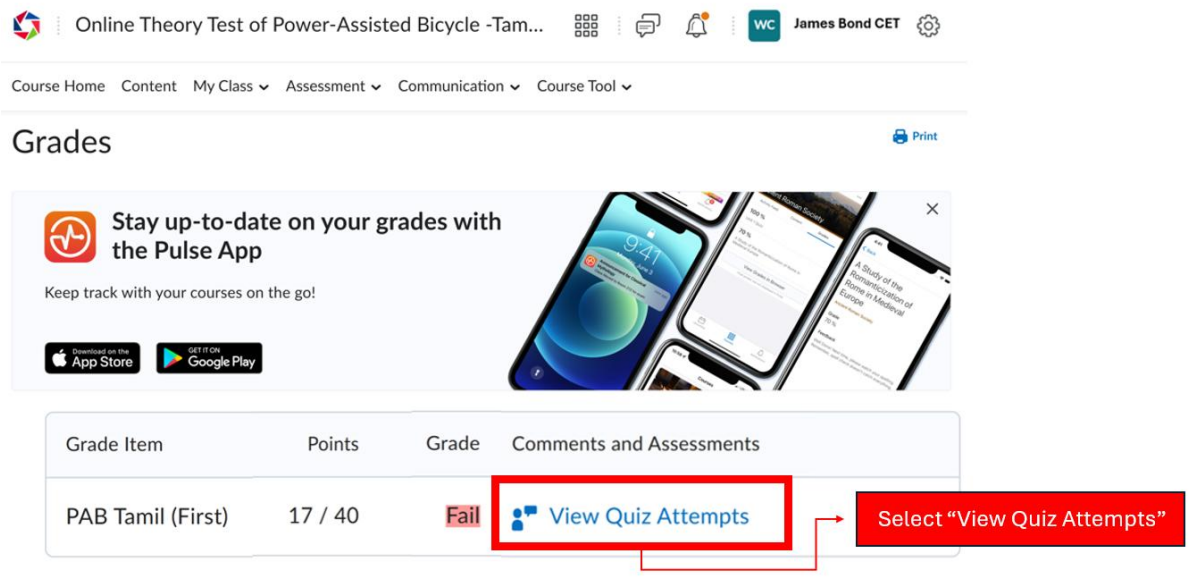
- **Electric Scooters (E-Scooters) Go to https://go.gov.sg/register-mttescooter**
- **Power-Assisted Bicycle (PAB) Go to https://go.gov.sg/register-mttpab**

9. Viewing your results after completing the examination

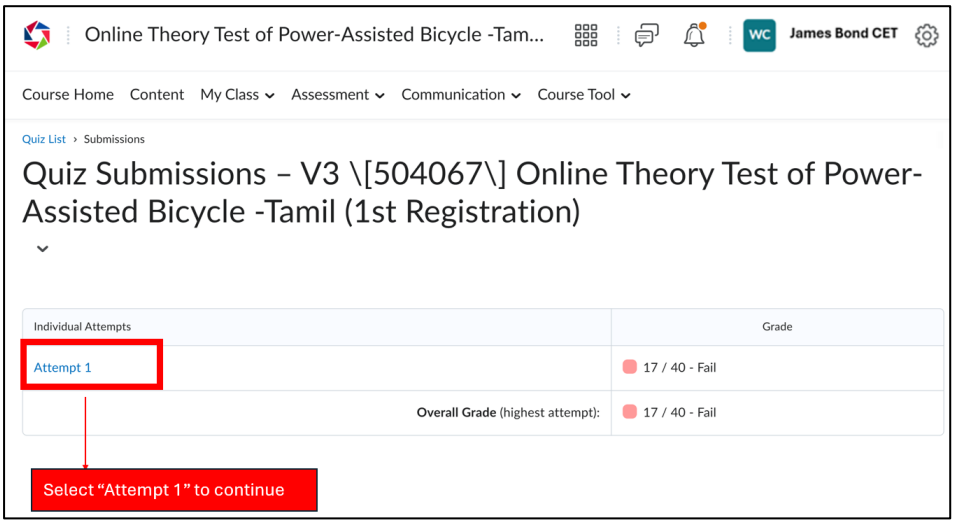
a. Navigate to the course main page and access **“Assessment**” and select **“Grades”**



b. Select **“View Quiz Attempts”** to go to the next step.



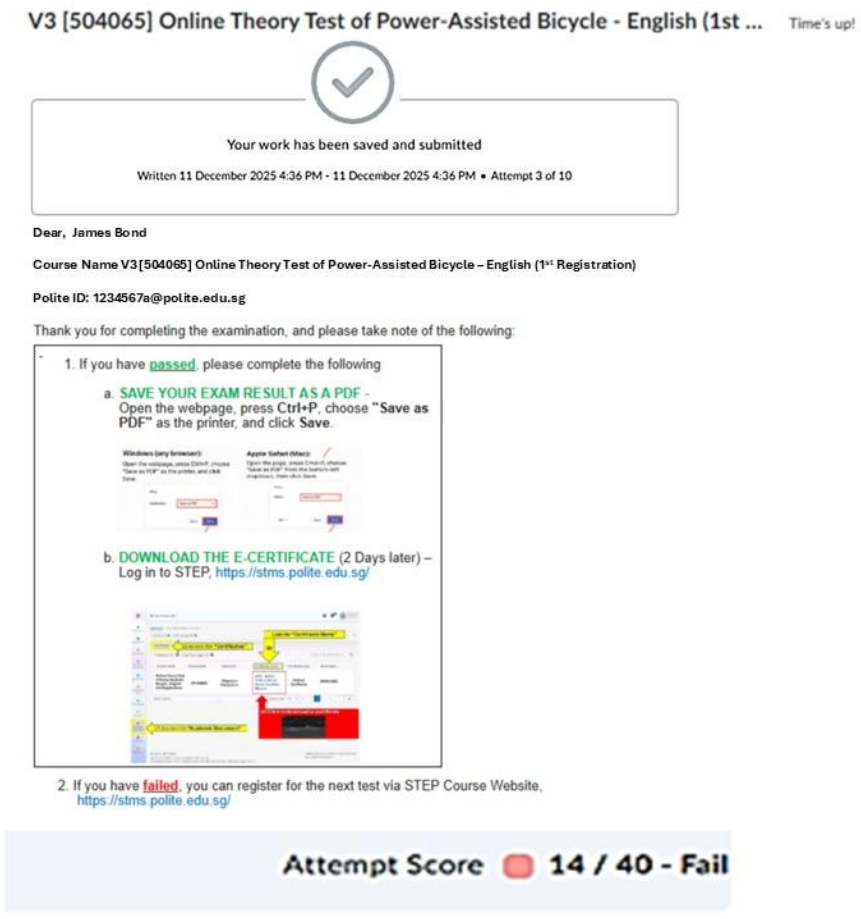
c. Select **“Attempt 1 “**to continue to the next step



d. Students will be able to see their exam results again inside the system.

IMPORTANT:

If you have passed the exam, please remember to save your result as a PDF.



10. Re-registration for Theory Examination.

Note:

i. It is recommended for registration to be done on a laptop or a desktop. Please allow pop- ups/disable pop-up blockers and clear your cache on your browser.

ii. If you do not have a PC or a laptop, you may wish to visit the following venues to **register**:

- **One-Stop-Centre (OSC) at Singapore Polytechnic**. There will be customer service personnel to provide you access to a computer to make your registration online. It is located at Block T16, level 2, beside McDonald's. The opening hours are 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. You will need to bring along your NRIC and relevant payment cards as cash payment is not accepted.

- **Public libraries managed by the National Library Board (NLB).** There are multimedia stations at all public libraries except library@chinatown and library@orchard. Each multimedia station offers paid access to the Internet for up to 2 hours. To access the Internet, you can purchase Usage Time Blocks via the multimedia stations or the printing stations. Singaporeans and PRs aged 50 and above can enjoy 1 hour of free Internet access by logging in with their myLibrary ID. More information can be found here.

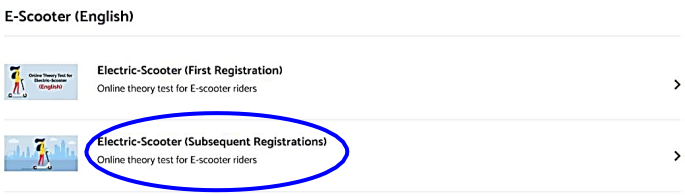
iii. Alternatively, you may wish to attempt registration on Android mobile devices by switching to "Desktop View" in the browser settings.

iv. Please note that you must attempt the theory test within the 90-day period.

i. Register for the theory test on the Skills Training & Enhancement Portal (STEP**)** by accessing Singapore Polytechnic's Professional & Adult Continuing Education Academy (PACE) website:

Registration for Theory Test on STEP (via PACE)	
E-scooter	Go to https://go.gov.sg/register-mttescooter
PAB	Go to https://go.gov.sg/register-mttpab

ii. Choose the language you wish to take the theory test in. As you are re-registering for a new account, please select **"Subsequent Registration."**



iii. 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.

iv. Please refer to **1. Registration and Payment for the Online Theory Test, from step (C) onwards,** for more details on how to complete the registration process on STEP Portal (via Singapore Polytechnic PACE Academy Website)

- End of document -

Appendices

SP PACE (Professional & Adult Continuing Education) Academy

SP PACE Academy – Course Catalogue.
Retrieved May 2024 from

https://www.sp.edu.sg/pace/courses/all-courses?page=1&per_page=12&course=short-modular-courses

STEP (SKILLS TRAINING & ENHANCEMENT PORTAL)

- Skills Training & Enhancement Portal (STEP)
  Retrieved May 2024 from
  https://stms.polite.edu.sg/

- STEP – Sign In.
  Retrieved May 2024 from
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