

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

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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

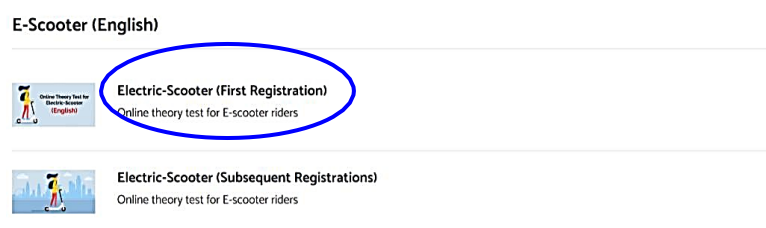
- a. Register for the theory test on the Skills Training & Enhancement Portal (STEP) by accessing Singapore Polytechnic's Professional & Adult Continuing Education Academy (PACE) website:

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

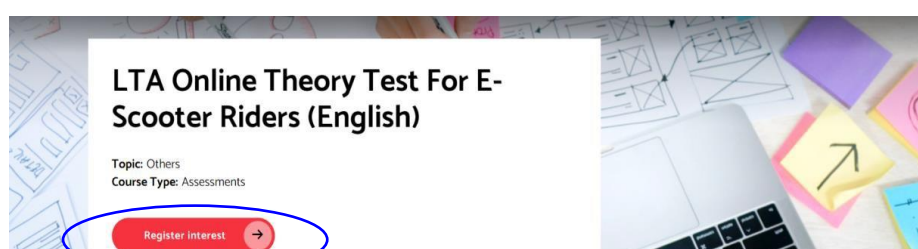
- b. Choose the language you wish to take the theory test in (English/Chinese/Malay/Tamil)

- 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”**.



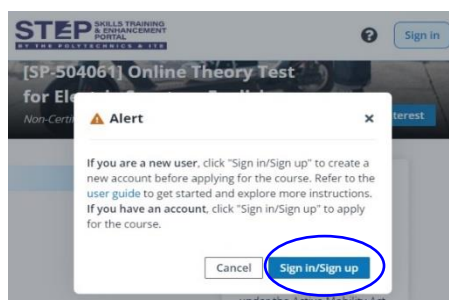
2. Applying for an Online Theory Test via the Skills Training & Enhancement Portal (STEP)

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.

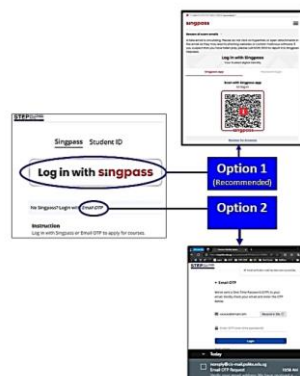


- b. Click **“Sign in/Sign up”** to continue registering inside STEP.



- 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”**

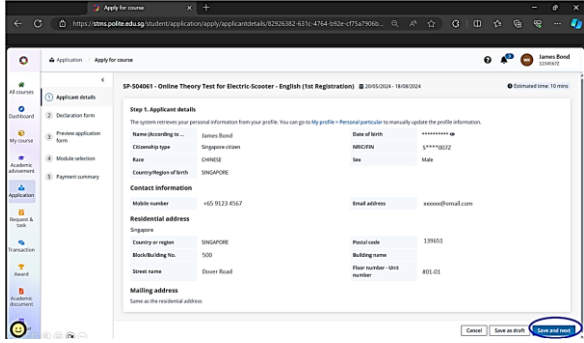
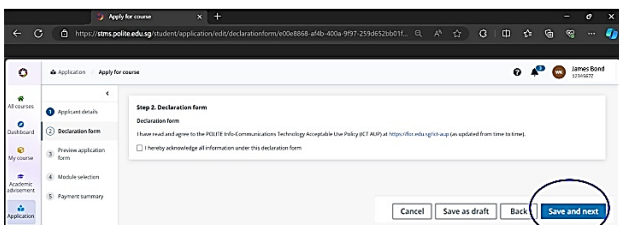
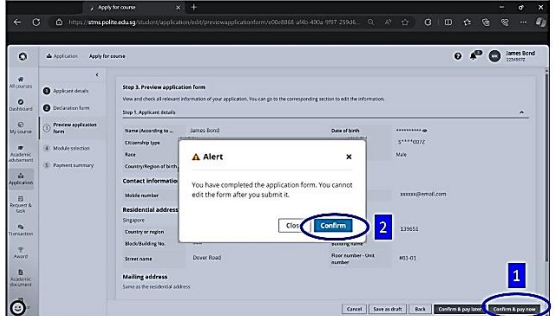
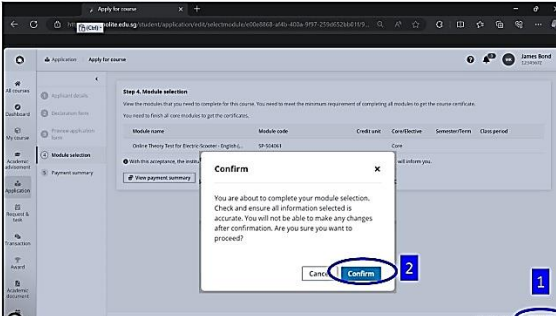
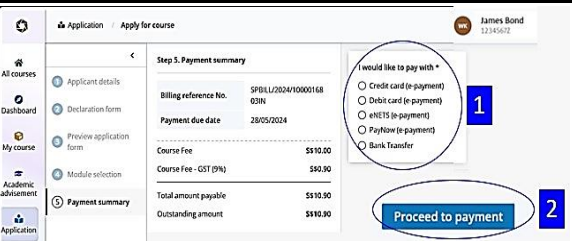


Note –

Instructions on creating an account (sign-in) can be listed on the website link below:

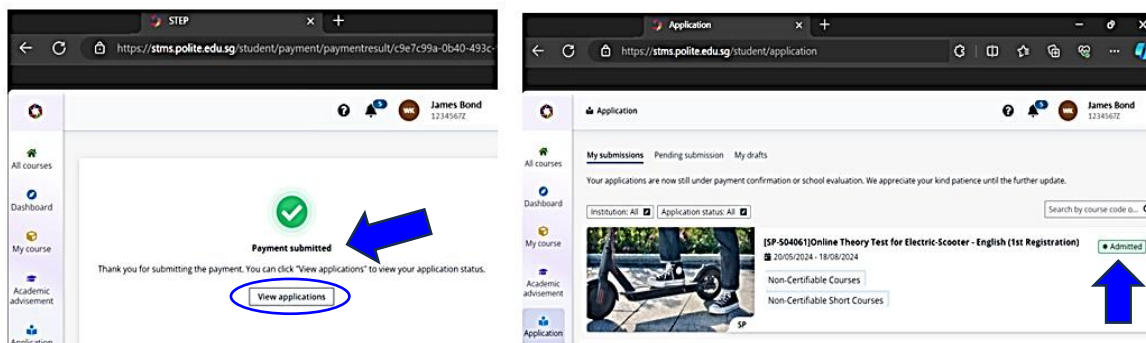
<https://stms.polite.edu.sg/kp/student/index.htm#!Documents/signin.htm>

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

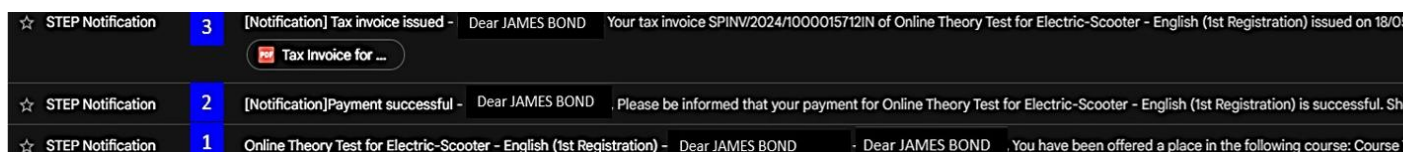
STEP APPLICATION PAGE	SCREENSHOT OF STEP
<ul style="list-style-type: none"> Section 1 – Application Details - Click “save and next.” 	
<ul style="list-style-type: none"> Section 2 – Declaration Form Click “save and next.” 	
<ul style="list-style-type: none"> Section 3 – Preview Application form Click “Confirm & Pay now” <p>and</p> <p>A pop-up window will appear and click “Confirm” to continue.</p>	
<ul style="list-style-type: none"> Section 4 – Module Selection Click “Confirm” <p>and</p> <p>A pop-up window will appear and click “Confirm” to continue.</p>	
<ul style="list-style-type: none"> Section 5 – Payment Summary Select your preferred payment method (Credit/Debit Card, eNETS, PayNow, Bank Transfer) <p>and</p> <p>Click “Proceed to Payment”</p>	

3. Post-Registration Payment on STEP

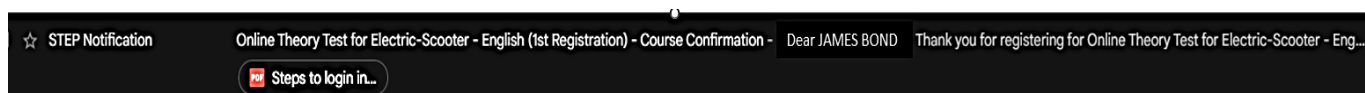
- a. Once payment has been made, system will reflect “**Payment Submitted**” and you can “**view applications**” inside STEP which will show that you are “**Admitted**”.



- 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.

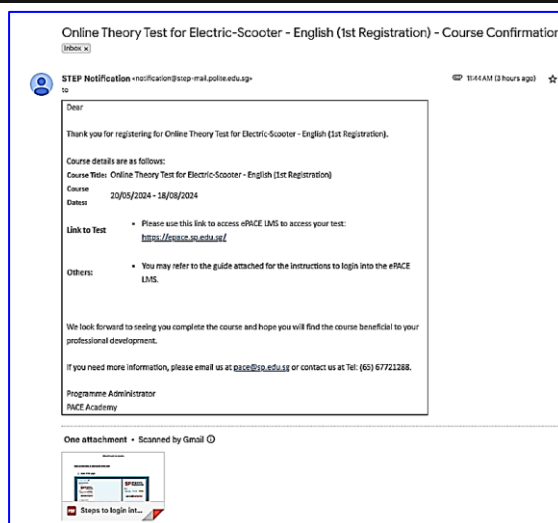


- c. Once you receive the STEP Notification and “**Course Confirmation**” email,



Please follow the instructions in the email to access the ePACE, https://epace.sp.edu.sg/epace/Login/Login_epace.aspx, to take the online test.

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



4. Taking the E-Learning Course on ePACE

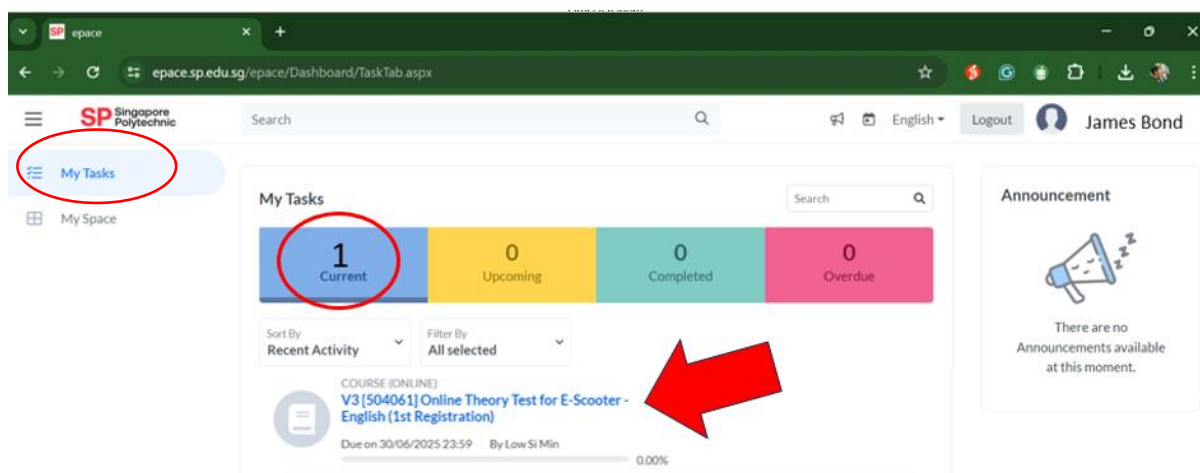
Note:

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 Android mobile devices.

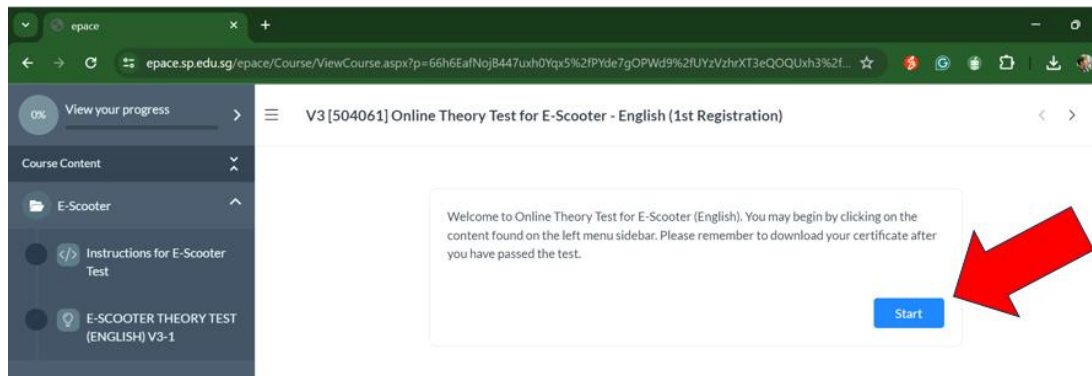
- a. Log into the ePACE, https://epace.sp.edu.sg/epace/Login/Login_epace.aspx, by selecting **“STEP Login.”**



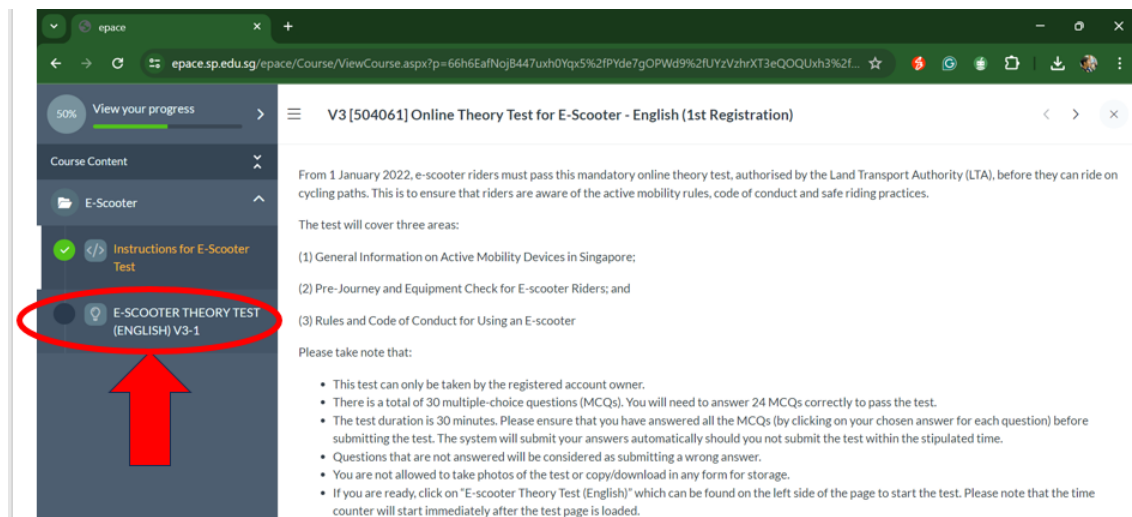
- b. You will find the theory test you registered for inside ePACE under **“My Tasks”**. Click on **“Current”** and select the **‘[Module] XXX Exam’** to start the online theory examination.



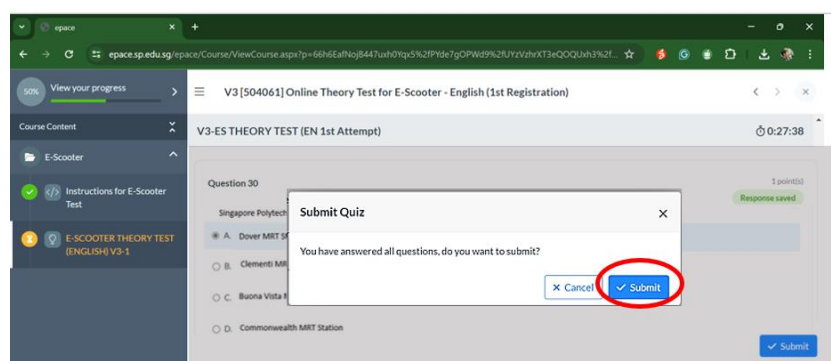
- c. Click on the **"START"** to begin the online theory examination.



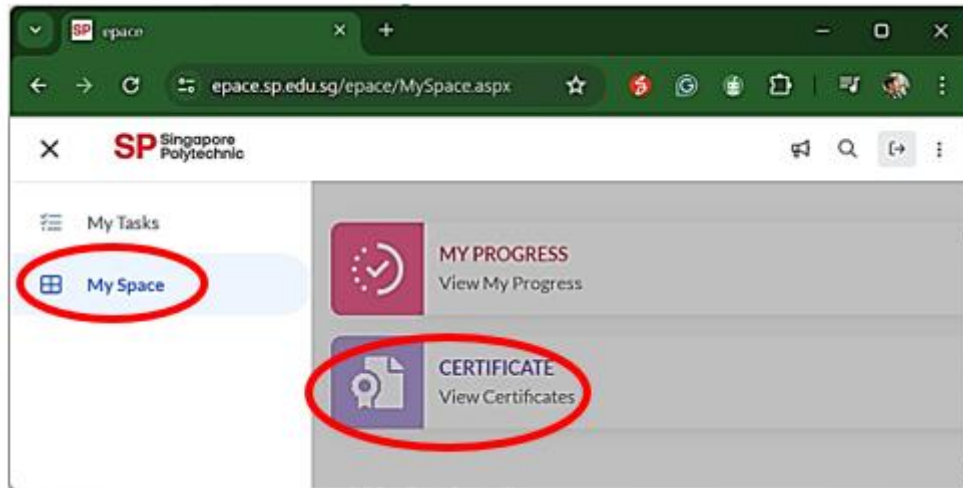
- d. You are required to read the test instructions before attempting the theory test. After reading the instructions, click on the **'[Module] XXX Exam'** to start the examination



- e. Ensure you have selected an answer for all 30 multiple-choice questions before submitting the test. If you are sure you want to submit your test answers, you will be prompted to **"confirm"**.



- f. Thereafter, the system will indicate your score and whether you “Pass” or “Fail”.
- If you “Pass”, you can save or print your digital certificate at **“My Space”** which can be found on the left panel and under **“Certificates – View Certificates.”**



- 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.
- If you “Fail”, refer to 5. **Re-Registration for Theory Examination** on how to register for the theory test again.

5. Re-registration for Theory Examination.

Note:

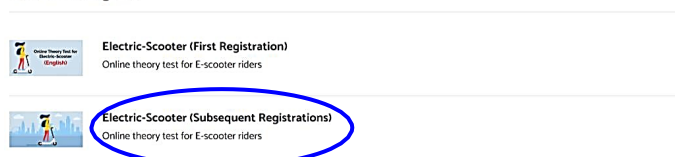
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- iii. Alternatively, you may wish to attempt registration on Android mobile devices by switching to "Desktop View" in the browser settings.
- iv. Please note that you must attempt the theory test within the 90-day period.

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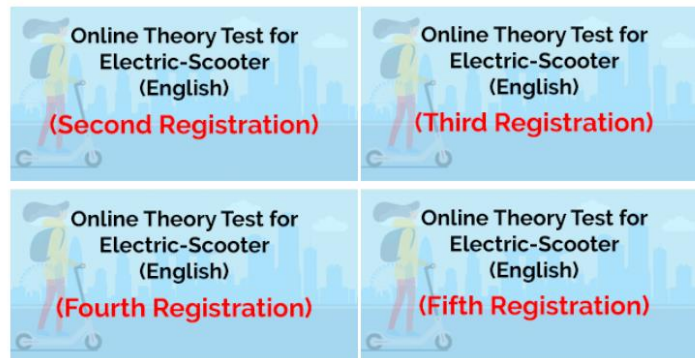
Registration for Theory Test on STEP (via PACE)	
E-scooter	Go to https://go.gov.sg/register-mttescooter
PAB	Go to https://go.gov.sg/register-mttpab

- 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.**"

E-Scooter (English)



- 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)

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Appendices

SP PACE (Professional & Adult Continuing Education) Academy

- i. **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)

- ii. **Skills Training & Enhancement Portal (STEP)** Retrieved May 2024 from <https://stms.polite.edu.sg/>
- iii. **Skills Training & Enhancement Portal (STEP) – Sign In.** Retrieved May 2024 from <https://stms.polite.edu.sg/identity>
- iv. **Skills Training & Enhancement Portal (STEP) – STEP Student Knowledge Portal Overview,** Retrieved May 2024 from <https://stms.polite.edu.sg/kp/student/index.htm#!Documents/stepstudentportaloverview.htm>

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