

# RELC Candidate Portal

- (i) RELC Candidate Portal  
(<https://iceams.relc.org.sg/eb/CandidateEPortal/CandidatePortalLogin.aspx>)

➤ Login for the 1<sup>st</sup> time

The screenshot shows the RELC EXAMINATIONS BUREAU CANDIDATE PORTAL login page. At the top left is the RELC logo with the text 'REGIONAL LANGUAGE CENTRE Southeast Asian Ministers of Education Organization'. The page title is 'REL EXAMINATIONS BUREAU CANDIDATE PORTAL'. Below the title are four small images: a group of people, two women working at a table, a woman reading, and a man in a library. The login form includes fields for 'Login ID' (with a note '(UOL Student Number/SRN)') and 'Password', and a 'Login' button. There are links for 'Forget Candidate Portal Login ID/ New User' and 'Forget Password?'. A 'Disclaimer and Terms of Use' link is present, followed by the text 'If you agree to these terms and conditions, please check the box before you login.' and a checkbox labeled 'I accept the terms and conditions'. A 'Help for Candidate Portal Users' link is also visible. Three callout boxes with arrows point to the login ID and password fields, the checkbox, and the help link.

Please enter your Login ID and Password

Login ID  (UOL Student Number/SRN)  
Password

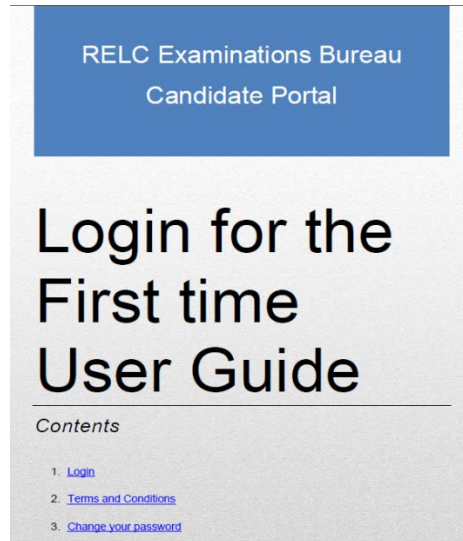
[Forget Candidate Portal Login ID/ New User](#)  
[Forget Password?](#)  
[Disclaimer and Terms of Use](#)  
If you agree to these terms and conditions, please check the box before you login.  
 I accept the terms and conditions

Remember to click on the check-box

Click here to access User Guide [Help for Candidate Portal Users](#)

➤ User Guide :

(<https://iceams.relc.org.sg/eb/UserControl/Login%20for%20the%20First%20time%20User%20Guide.pdf>)



➤ Homepage

**REGIONAL LANGUAGE CENTRE**  
*Southeast Asian Ministers of Education Organization*

**RELC EXAMINATIONS BUREAU  
CANDIDATE PORTAL**

Logged in as: [Olive Kong \(16900008\)](#)  
[Help for Candidate Portal Users](#)

**Home**

**PROFILE**

- Change Password
- Update Profile

**PORTAL SERVICES**

- View Exam/Test Details
- Request For Withdrawal
- Submit Documents
- Feedback
- Logout

**Welcome to RELC Examinations Bureau Candidate Portal.**

Hi **Olive Kong**, your last login was on 01 Dec 2015 07:02:10 PM.  
The time now is 01 Dec 2015 07:02:53 PM.

**Recent Announcements**

Subject : 2016 UOL February to June Exam Registration

Announcement : **UOL Exam Registration for February to June Examinations is now open from 6-19 Jan 2016. Download your Exam Entry Form from UOL Portal (VLE) & visit [www.relc.org.sg/eb/uol/examination](http://www.relc.org.sg/eb/uol/examination) for important details. Please white-list RELC EB's emails ([uol@relc.org.sg](mailto:uol@relc.org.sg)/[uolreg@relc.org.sg](mailto:uolreg@relc.org.sg)/[eb.exams@relc.org.sg](mailto:eb.exams@relc.org.sg)/[eb.admin@relc.org.sg](mailto:eb.admin@relc.org.sg)).**

**Latest Announcements**

You have **1** new announcement(s).

1 2016 UOL February to June Exam Registration (Published Date: 01 Dec 2015)

[View Announcements](#)

➤ Change Password

The screenshot shows the 'Change Password' page in the RELC Candidate Portal. The header includes the RELC logo and 'REGIONAL LANGUAGE CENTRE Southeast Asian Ministers of Education Organization'. The page title is 'REL EXAMINATIONS BUREAU CANDIDATE PORTAL'. A user is logged in as 'Olive Kong (169000008)'. The left sidebar contains navigation options: Home, PROFILE (Change Password, Update Profile), PORTAL SERVICES (View Exam/Test Details, Request For Withdrawal, Submit Documents, Feedback), and Logout. The main content area has a 'Change Password' header and a form with fields for Candidate Name (Olive Kong), Login ID (169000008), Current Password, New Password, and Re-Enter New Password. A 'Save' button is at the bottom. A list of password requirements is provided: New password must be between 8 and 20 characters, must contain at least one digit and one alphabet, cannot be the same as the current password, and must be changed every 365 days. The footer contains the copyright notice: 'Copyright © SEAMEO RELC. All Rights Reserved'.

➤ Update profile

The screenshot shows the 'Update Profile' page in the RELC Candidate Portal. The left sidebar is identical to the 'Change Password' page. The main content area has an 'Update Profile' header and a form for updating personal information. Fields include: Salutation (Olive Kong), Gender (Female), Candidate Name (Iain Cameron Potter), Student Number (111070806), ID Type (G1234567U), University Email Address, ID Number (G3073989U), Highest Qualification (dropdown), Passport Number, Candidate School, FIN Number, Date of Birth (30-Mar-82), Email Address (cecilia.goh@relc.org.sg), Contact No. (Home, Office, Mobile), and Fax No. A note states: 'Note: Please Enter at least 1 contact No.'. There is a section for 'Address Type' with radio buttons for 'Formatted' and 'Unformatted'. The address fields are: Address (18 Marina Boulevard), #44-09 Marina Bay Residences, and Singapore 018980. An 'Update Profile' button is at the bottom.

➤ View exam/ test details

**RELC EXAMINATIONS BUREAU  
CANDIDATE PORTAL**

Logged in as: Olive Kong (16900008)  
[Help for Candidate Portal Users](#)

■ Home

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PROFILE

---

■ Change Password

■ Update Profile

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PORTAL SERVICES

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■ View Exam/Test Details

■ Request For Withdrawal

■ Submit Documents

■ Feedback

---

■ Logout

View Exam / Test Details

Exam Body	Exam Month/Year	Programme	Subject Details											
			Subject	Exam Date	Exam Start Time	Exam End Time	Candidate No.	Venue	Address	Row No.	Desk No.	Reg Status *	View Location Map	View Seating Plan
University of London	Postgraduate & LLB Resit Examinations from August to October 2015	LLM/PG Dip/PG Cert/Short Course in Laws	The contract of marine insurance	13-Oct-15	10:00 AM	10:50 AM	QA1074	TBA	TBA	TBA	TBA	Confirmed	View Location Map	View Seating Plan
			Elements of insurance	13-Oct-15	10:00 AM	10:50 AM	QA1074	RELC Room 504	30 Orange Grove Road Singapore 258352	1	7	Confirmed	View Location Map	View Seating Plan
			Insurance contract formation	14-Oct-15	10:00 AM	10:50 AM	QA1074	TBA	TBA	TBA	TBA	Confirmed	View Location Map	View Seating Plan
			Doctr of Uberrimae Fidei in insurance contr	14-Oct-15	10:00 AM	10:50 AM	QA1074	TBA	TBA	TBA	TBA	Confirmed	View Location Map	View Seating Plan
			Tms of contract: risks ins. & causatn issues	15-Oct-15	10:00 AM	10:50 AM	QA1074	TBA	TBA	TBA	TBA	Confirmed	View Location Map	View Seating Plan

# Important

1. For Postgraduate Law candidates who are taking more than 1 paper within the same module, please note that the venue and your desk number will remain the same for all papers.
2. For Special arrangement requests, please send an email to [uol@relc.org.sg](mailto:uol@relc.org.sg).

\* Please Note:

Reg Status	Registration Status
Cancelled	= Exam/test registration has been cancelled by RELC
Confirmed	= Payment (i.e. receipt generated or invoice settled) has been made for exam/test registration
Completed	= Exam/test has been attempted and completed.
Pending	= Payment has not been made for exam/test registration.
Withdrawn	= Exam/test registration has been withdrawn by candidate

- If the above registration details are **Incorrect**, please **email** your latest/updated Exam Entry Form (EEF) to [uol@relc.org.sg](mailto:uol@relc.org.sg). Please allow at least 2-3 working days for RELC EB to effect the changes so that the subjects on AXS station match the subjects on your revised EEF.
- If the above registration details are **Correct** and registration status is still pending, please proceed to make payment. Please refer to [www.relc.org.sg/cb/uol/examination/](http://www.relc.org.sg/cb/uol/examination/) for details on payment period, total fees payable, and other important info before you proceed to make payment.

➤ Request for withdrawal

CANDIDATE PORTAL  
Logged in as: Olive Kong (16900008)  
[Help for Candidate Portal Users](#)

**Request for Withdrawal**

Exam month / Year: Postgraduate & LLB Resit Examinations from August to October 2015  
 Programme: LLM/PG Dip/PG Cert/Short Course in Laws (University of London)  
 \* Subject / Test: Doctr of Uberimae Fidei in insurance contr / 14-October-15 / 10:00AM

Remove	Subject/Test	Exam/Test Date/Time
	Doctr of Uberimae Fidei in insurance contr	14-October-15 / 10:00AM

Bank Account Details (in Singapore):

\* Bank Name: DBS Bank Ltd (7171)  
 \* Branch Code: 033  
 \* Bank Account No.: 1111111111

Reason for Withdrawal: I would like to withdraw from the above module

**Terms & Conditions**

- Local Fees are Non-Refundable and Non-Transferable.
- Submission with incomplete information will NOT be processed.
- An administrative charge of \$20 will apply for any refund request which will be deducted from the refund amount.
- Unsuccessful transfer of refund due to inaccurate information will result in a penalty charge of \$20.
- Refund will be processed within 10 weeks upon complete submission of your documentation and prompt completion of the requirements.
- Refund request will be final and there will be no reinstatement of any subject(s) you have withdrawn.
- Kindly indicate Payee Name (as per Bank's records) in the 'Reason for Withdrawal' textbox.
- The above request will be subjected to approval. RELC EB will email the Refund Form for your confirmation which will require your signature.

➤ Submit documents

RELX EXAMINATIONS BUREAU  
CANDIDATE PORTAL  
Logged in as: Olive Kong (16900008)  
[Help for Candidate Portal Users](#)

**Submit Document**

Exam/Test Type: University  
 \* Document Type: Exam Entry Form (EEF) - After Payment  
 Exam month / Year: Postgraduate & LLB Resit Examinations from August  
 \* Programme: LLM/PG Dip/PG Cert/Short Course in Laws  
 Subject / Test: [Dropdown]  
 \* Upload Document: C:\Users\cecilia.goh\Documents\2015 UOL Registration\ [Browse...]

Remarks (Limited to 500 characters): [Text Area]

- Only PDF and JPG format are accepted.
- The maximum document size is 5MB per file.

**When submitting Medical Certificates (MC), please mail the original(s) to:  
 RELC Examinations Bureau, 30 Orange Grove Road, RELC Building Level 3, Singapore 258352.**

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➤ Feedback

RELX EXAMINATIONS BUREAU  
CANDIDATE PORTAL

Logged in as: Olive Kong (169000008)  
Help for Candidate Portal Users

Home

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**Feedback**

\* Feedback Subject: --Select--  
Registration for Examination  
Application for UOL Programme  
Exam Matters  
Collection of Certificate  
Others  
RELC Candidate Portal

\* Feedback Content

Feedback content is limited to 2000 characters.

Submit

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-The End-