



SINGAPORE EXAMINATIONS AND ASSESSMENT BOARD
298 Jalan Bukit Ho Swee, Singapore 169565
<http://www.seab.gov.sg>

General Information and Regulations for Application for Approval of Dictionaries (including e-Dictionaries) for Use in National Examinations

Publishers/vendors who wish to obtain approval for a dictionary (including e-dictionary) for use in national examinations are to submit the completed application form and **2 copies** of the dictionary¹ to the Singapore Examinations and Assessment Board.

1. Fees

Printed dictionary : \$642 (inclusive of 7% GST)
e-Dictionary : \$963 (inclusive of 7% GST)

The fee is valid for this year and subject to change and the prevailing GST rate.
All payments are non-refundable.

2. Evaluation Criteria

- a) The dictionary should be monolingual and not bilingual, except for some not so commonly used technical terms.
- b) The use of pictures in the dictionary should be minimal.
- c) The language used in the dictionary should be of an appropriate level and standard.
- d) The explanations and examples of words in the dictionary are appropriate. They should not make the testing of composition writing invalid or meaningless.

Additional requirements for e-dictionary

- a) Audio output should be via earphones only and the device should not have any speaker output.
- b) There should be **NO** storage function which can allow users to input and store data.
- c) The user manual is to be submitted together with the e-dictionary.

3. Validity Period

SEAB updates the list of approved dictionaries yearly in January.

Approval for use in national examinations is valid only for **5 years for a specific edition/version** starting from the examination year following the year of application.

Vendors need to apply for an extension of the validity period of the approved dictionaries **5 months** before the expiry date.

Applications should be submitted before **1st of August** to ensure that the processing can be done in time for the yearly update of the list of approved dictionaries. Please note that there is an administrative fee of \$107.00 (including GST) per printed dictionary and/or e-dictionary.

¹ For e-dictionary, two copies of the e-dictionary and two copies of the user manual should be submitted.



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4. Obligations of Vendors

Approval given is subject to the following conditions:

- a) no modification/update is to be made to the approved dictionary;
- b) the approved dictionaries can be easily purchased in shops in Singapore;
- c) contact information (phone and postal address) given to SEAB is up-to-date and vendors shall respond to any queries from SEAB within 2 weeks.

5. Withdrawal of Approval

Failure to comply with the above mentioned obligations may result in withdrawal of the approval. SEAB will withdraw the approval if there is a need to do so due to a change in the policy, syllabus or examination format.

6. Application Form

Send in your completed application form (Annex A) together with **2 copies** of the dictionary/e-dictionary and any additional information to support the application as well as payment (in cheque or through direct credit) to:

*Singapore Examinations and Assessment Board
Blk A, Assessment Planning and Development
298 Jalan Bukit Ho Swee
Singapore 169565
Attention: Julie Bte Md Zahdi*

Vendors will be informed of the outcome of their application before the end of November.

You may contact Julie Md Zahdi at 6377 7754 or email her at juliestianingseh_md_zahdi@seab.gov.sg for further enquiries.



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APPLICATION FOR APPROVAL OF DICTIONARY (INCLUDING e-DICTIONARY) FOR USE IN NATIONAL EXAMINATIONS

- An applicant will need the relevant company information and payment mode to complete this form.
- The estimate time to complete the form is 20 minutes.
- Applicant must read the *General Information and Regulations for Application for Approval of Dictionaries* (including e-Dictionaries) for use in National Examinations and in the submission of this application is agreeable to the regulations.

1 Contact Details

Company's Name :	Contact Person :
Company's Address :	Contact No :
Singapore ()	Fax No :
	Email :

2 Details of Dictionary

Title of Dictionary +	Examination Level	Language (Chinese/Malay/Tamil)	Publisher/Vendor	Version/Edition (Year)	Type <i>Please tick (✓)</i>
					<input type="checkbox"/> Printed Dictionary <input type="checkbox"/> e-Dictionary

+ If there is any additional information to support this application, please attach it with this application.

3 Payment

Type	Amount (with GST)	<i>Please tick (✓) as appropriate.</i>
<input type="checkbox"/> Printed Dictionary	\$642.00	<input type="checkbox"/> Cheque no _____ Your Bank _____ (DBS/POSB/OCBC/UOB etc) OR
<input type="checkbox"/> e-Dictionary	\$963.00	<input type="checkbox"/> Direct credit
<input type="checkbox"/> Extention	\$107.00	S\$ _____ to: Singapore Examinations and Assessment Board

(The fee is valid for the year and subject to change and the prevailing GST rate)

_____ Company's Stamp _____ Signature and Date

FOR OFFICIAL USE ONLY

This is to acknowledge receipt of the above payment and dictionaries

Reference No.: _____

Signature: _____

Name & designation: _____

Date: _____