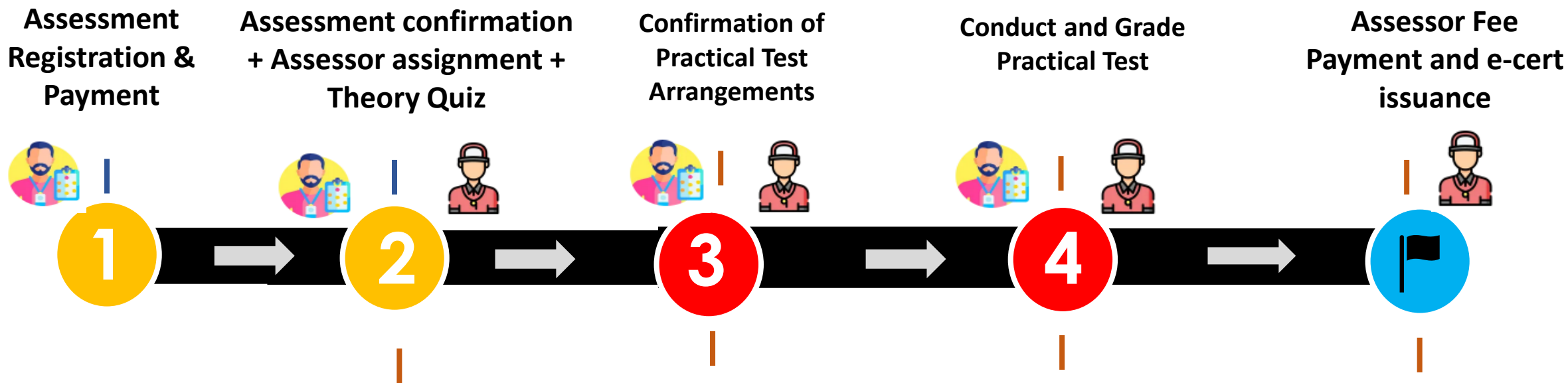


Key points to note for **SwimSafer**[!] Assessment Transition System



Assessment Workflow Overview



- Service Providers / Instructors register, pay and can select or arrange for their own qualified assessors (14 days advance)



Assessors

- SwimSafer team to verify registration and post assessment jobs without assessors (2-3 days)
- Assessors can look out for available jobs
- Service Providers / Instructors to inform participants on theory quiz

- Assessor will receive Assessment & participant details upon confirmation
- Service Providers / Instructors will be informed of their assigned assessors
- Assessment Change Request Form (if required and with valid reasons)

- Assessor Grading result submission
- To remind participants to complete theory quiz
- Assessment cancellation / refund form (if required and with valid reasons)
- Assessment rain-off form (reschedule due to inclement weather)

- SwimSafer team to send Service Providers / Instructors the post assessment report (3 days)
- e-Certificate Issuance to participants upon completion of tests
- Assessor fees to be reconciled and paid on a monthly basis



Service Provider / Instructors

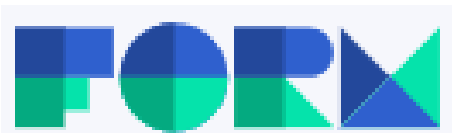
Assessment Registration

Assessment Registration & Payment



|

1



1 Jul 2024 onwards

- SPs / Vendors will submit form for assessment registrations.
<https://go.gov.sg/ssregister>
- Ensure payment completed upon submission.
- Upload or Key in the correct details provided by participants when registering for assessments
- **Selection of Assessors based on their location and preferred zones.**
- Same fields required:
 - Full Name, Full NRIC / FIN, DOB, Gender, Class
- For MOE Schools
 - Provide Namelist to Assigned vendors (Only name and class)

The screenshot shows the 'SwimSafer 2.0 Assessment Registration Form' interface. It includes the following sections:

- 1. Sign off:** A field for 'Name (Last, First, Middle Initial)' with a 'Submit now' button.
- 2. Date of Assessment:** A date picker field labeled 'Please indicate the date'.
- 3. Public:** A dropdown menu with 'Public' selected, labeled 'Select Public if it's a public programme'.
- 3. Name of Assessment:** A text input field labeled 'Please indicate the name of the Assessment'.
- 4. Service Provider/Swim School/Vendor:** A dropdown menu labeled 'Please select the name of Service provider/Swim School/Vendor' with 'Select an option' chosen.
- 5. Service Provider/DA Vendor mobile number:** A text input field containing '8123 4567'.
- 6. Service Provider/DA Vendor Email:** A text input field.
- 10. Time of Assessment:** A text input field labeled 'Please indicate the assessment time (HH:MM, eg. 17:55)'.
- 11. Participant Details:** A table with columns for Name, NRIC, Gender, and DOB (dd/mm/yyyy). Each row has a 'Select an option' dropdown and a clear 'X' button.
- 12. Participant Namelist (optional):** A section for uploading a file, labeled 'In the Namelist, do include the following information: Student's Full name, Full NRIC, Date of birth, Class, Gender, Email, and Phone number. Indicate the format of the Participant Details file.' It features a cloud upload icon and the text 'Click here to upload file or drag and drop here'.
- 13. Declaration:** Two checkboxes. The first is for agreeing to the Singapore Sports Council's terms of use. The second is for confirming the accuracy of the provided details.

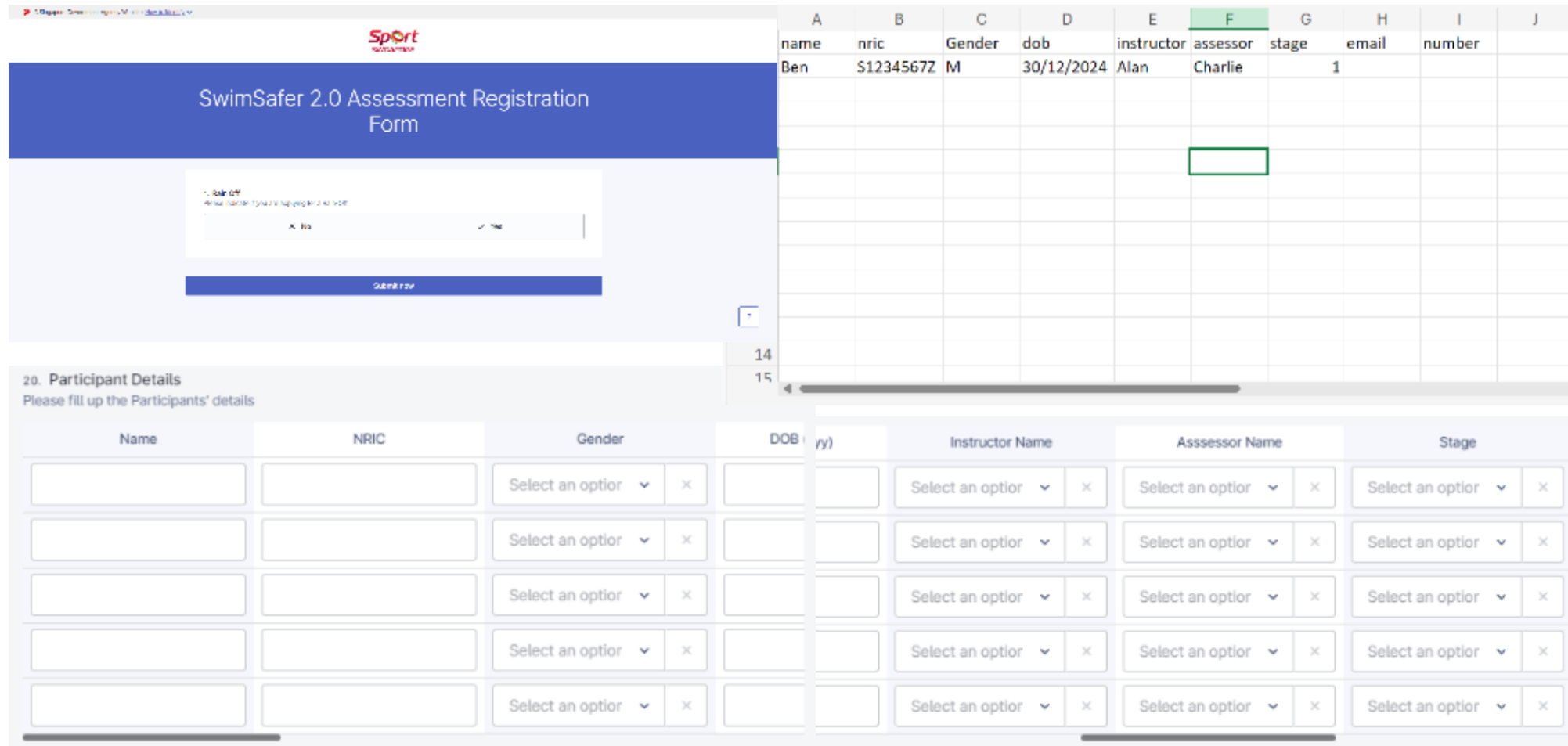
Transition Assessor Selection System – Option A

Assessor assignment
(Allocated by Service
Provider / Instructor)



Service Providers / Instructors / Vendors will submit FormSG for assessment registrations via <https://go.gov.sg/ssregister>

1. Instructors and Assessors will be uploaded into the listing
2. If assessor column is empty, SwimSafer admin will proceed option B



The screenshot displays the 'SwimSafer 2.0 Assessment Registration Form' interface. The form includes a 'Participant Details' section with a table for entering participant information. The table has columns for Name, NRIC, Gender, DOB (yy), Instructor Name, Assessor Name, and Stage. Each cell contains a dropdown menu for selection and a clear button (X).

Name	NRIC	Gender	DOB (yy)	Instructor Name	Assessor Name	Stage
<input type="text"/>	<input type="text"/>	Select an option <input type="button" value="X"/>	<input type="text"/>	Select an option <input type="button" value="X"/>	Select an option <input type="button" value="X"/>	Select an option <input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	Select an option <input type="button" value="X"/>	<input type="text"/>	Select an option <input type="button" value="X"/>	Select an option <input type="button" value="X"/>	Select an option <input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	Select an option <input type="button" value="X"/>	<input type="text"/>	Select an option <input type="button" value="X"/>	Select an option <input type="button" value="X"/>	Select an option <input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	Select an option <input type="button" value="X"/>	<input type="text"/>	Select an option <input type="button" value="X"/>	Select an option <input type="button" value="X"/>	Select an option <input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	Select an option <input type="button" value="X"/>	<input type="text"/>	Select an option <input type="button" value="X"/>	Select an option <input type="button" value="X"/>	Select an option <input type="button" value="X"/>

Below the form, a data table is visible with columns A through J. The data row shows:

A	B	C	D	E	F	G	H	I	J
name	nric	Gender	dob	instructor	assessor	stage	email	number	
Ben	S1234567Z	M	30/12/2024	Alan	Charlie	1			

Transition Assessor Job Booking System – Option B

Booking of assessor jobs (for those without assessors)



1st July 2024 onwards

- Verified Assessors can bid for available assessments jobs without pre-allocated assessors
- Calendar Filter function available
- Email Confirmation / Waiting list / Unsuccessful Booking will be sent
- First-Come-First-Serve-Basis and only 1 bid at a time
- OTP required again to bid another slot

Assessor's Details Step 1/4
Please ensure sure your verified name and authorised assessor email are entered correctly

First name* Last name

Email* Phone number

Submit

- Verified Assessors to Input Email Address and Phone Number which they have declared to SwimSafer.

How to book:

1. For all successfully registered SwimSafer 2.0 Assessments with they will be listed / available for assessors to bid / book via the assessor job listing.
2. Available assessors shall bid / book for assessments based on through a 2 step process. Step 1: Licensed Assessor email verify booking.
3. SwimSafer Service Provider / Instructor and Assessors will be no once assigned Assessor(s) are confirmed or if the Assessor is a unsuccessful.
4. SwimSafer admin will confirm via email immediately if the ass (confirmed assessor withdraws) or least 7 days prior. If your bid (assessor is confirmed and waiting list assessor is no longer re
5. Service providers are not allowed to bid as the assessor for the SwimSafer Admin reserves the right to withdraw the service prc except due to Assessor no-show.
6. For assessment without an assessor bid, it will remain open for SwimSafer webpage assessor job listing.
7. For assessor(s) who have withdrawn from an assessment bid, it will re-open for open bidding / booking on the SwimSafer webpage assessor job listing immediately upon withdrawal.
8. In an event where the assessment remains open with no bids or subsequent re-posted bidding remains unsuccessful, SwimSafer Admin may consider:
 1. Appointing an available certified SwimSafer Assessor at the assessment venue.

Assessor's Details Step 2/4
Please ensure sure your verified name and authorised assessor email are entered correctly

OTP Verification
OTP will expired in 5 minutes 04:56

Enter OTP

Next

SwimSafer Assessor Listing Step 3/4
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

select a date ALL

DATE	TIME	VENUE	ASSESSOR PAX
28 Jul	15:30 - 20:45	Victoria Park 2972 Westheimer Rd, Santa Ana, Illinois 85486	32 seat Available Book Now
29 Jul	15:30 - 20:45	Victoria Park 2972 Westheimer Rd, Santa Ana, Illinois 85486	32 seat Available Book Now
29 Jul	15:30 - 20:45	Victoria Park 2972 Westheimer Rd, Santa Ana, Illinois 85486	32 seat Available Book Now
29 Jul	15:30 - 20:45	Victoria Park 2972 Westheimer Rd, Santa Ana, Illinois 85486	32 seat Available Book Now
29 Jul	15:30 - 20:45	Victoria Park 2972 Westheimer Rd, Santa Ana, Illinois 85486	32 seat Available Book Now

Assessor Job Confirmation

3 Types of email responses received by Assessor after Booking of Slot

1. Confirmation

ActiveSG CIRCLE

"Booking Confirmed"

Dear there,

We are pleased to confirm your successful bidding of the SwimSafer 2.0 Assessment slot. Here are the details of your appointment:

- **Assessment:**
- **Date:**
- **Time:**
- **Location:**
- **SwimSafer Stage:**

Please ensure you arrive 10-15 minutes before your assessment time slot to ensure venue and equipment is ready. For practical grading, service provider contact details, Assessment code and participant member IDs will be provided in a separate email.

Withdrawal and/or Change Request:
For any withdrawals or change request, please submit the assessment change request form, <https://sp.gov.sg/assessmentchange> at least 72 hours in advance.

If you have any queries, feel free to contact us at ActiveSG_SwimSafer@sport.gov.sg

Best Regards
SwimSafer | Sport Development Group
activesg_swimsafer@sport.gov.sg | 3 Stadium Drive, Singapore 397630

Sport SINGAPORE LIVE BETTER THROUGH SPORT

CONFIDENTIALITY NOTICE: This email may contain privileged and confidential information. If you have been sent or have received this email by mistake, please notify the sender and delete the email immediately. You must not copy, use or disseminate the information contained in this email. Nothing in this email is intended to nor shall it constitute any offer or acceptance resulting in binding agreement, unless expressly stated otherwise.

- Assessors who bid for the slot(s) first are confirmed
- Alternatively if the previous Assessor has withdrawn, Assessor on waiting list will be assigned confirmation instead

2. Waiting List

ActiveSG CIRCLE

"Waiting List Confirmed"

Dear there,

Thank you for your interest to bid for the SwimSafer 2.0 Assessment. We regret to inform you that all available slots are currently filled, however you are on the waiting list and here are the details of your appointment:

- **Assessment:**
- **Date:**
- **Time:**
- **Location:**
- **SwimSafer Stage:**

Next Steps:
We will confirm via email immediately if the assessment slot is available (confirmed assessor withdraws) or least 7 days prior if your bidding is unsuccessful (assessor is confirmed and waiting list assessor is no longer required).

Withdrawal and/or Change Request:
For any withdrawals or change request, please submit the assessment change request form, <https://sp.gov.sg/assessmentchange> at least 72 hours in advance.

If you have any queries, feel free to contact us at ActiveSG_SwimSafer@sport.gov.sg

Best Regards
SwimSafer | Sport Development Group
activesg_swimsafer@sport.gov.sg | 3 Stadium Drive, Singapore 397630

Sport SINGAPORE LIVE BETTER THROUGH SPORT

CONFIDENTIALITY NOTICE: This email may contain privileged and confidential information. If you have been sent or have received this email by mistake, please notify the sender and delete the email immediately.

- Assessors who bid for the slot(s) but not first are on left on waiting list instead
- 7 days / 1 week before practical will be updated

3. Cancelled / Unsuccessful

ActiveSG CIRCLE

"Booking Cancelled"

Dear there,

Thank you for your interest to bid for the SwimSafer 2.0 Assessment. We regret to inform you that your assessment is cancelled for the following appointment:

- **Assessment:**
- **Date:**
- **Time:**
- **Location:**
- **SwimSafer Stage:**

This email is to confirm that the assessment slot is no longer available and your bidding as Assessor on waiting list is not required.

If you have any queries, feel free to contact us at ActiveSG_SwimSafer@sport.gov.sg

Best Regards
SwimSafer | Sport Development Group
activesg_swimsafer@sport.gov.sg | 3 Stadium Drive, Singapore 397630

Sport SINGAPORE LIVE BETTER THROUGH SPORT

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Sport Singapore, 3 Stadium Drive, Singapore, Singapore 397630
[Unsubscribe](#) [Manage preferences](#)

- Confirmed Assessors who withdraw
- 7 days / 1 week before practical if no changes to confirmed Assessor, waiting list Assessor will be cancelled / unsuccessful

Theory Quiz

Theory Quiz

1
2

1. Go to the [website](https://go.gov.sg/ssttheory)

<https://go.gov.sg/ssttheory>

Welcome to SwimSafer Quiz Portal

Please be reminded to:

1. Take a screenshot of your completed theory quiz results for retention as proof of completion and verification purposes.
2. Provide accurate email and mobile number information, recommended to be valid parents/guardian contact details, which are required for the retrieval of the SwimSafer digital certificate upon successful practical assessment completion.
3. Provide your name as it should be printed on your certificate.

Any discrepancies or omissions may result in missing notification or unable to retrieve the digital certificate.

*BC/FIN/NRIC

*Name

*Email

2. Fill in all required fields marked with *

*BC/FIN/NRIC (Participant)

*Name (Participant name to be printed on certificate)

*Email (Required for OTP to retrieve cert preferred Parent/Guardian)

*Stage

*Mobile number (Required for OTP to retrieve cert preferred Parent/Guardian)

3. Accept the terms of conditions and click next

By submitting your information on this form you agree that the Singapore Sports Council (re-branded as Sport Singapore with effect from 1 April 2014) may collect, use and disclose your personal data, as provided in this form or obtained by Sport Singapore as a result of your participation in this online quiz, for the following purposes in accordance with the Public Sector (Governance) Act 2018: to verify your identity and issuance of SwimSafer e-certificates improving your experience on our Site and the App; to respond to your queries and/or feed-

Next

4. Take the test

SwimSafer Quiz Stage 1

Principles of Personal Safety and Survival

1. A child can swim alone if he or she has taken swimming lessons.

- TRUE
 FALSE

2. In case of an emergency in the water, which of the following numbers should you call?

5. View result

SwimSafer Quiz Stage 1

Submitted by: *****894I

Name: Alicia Yap

20-May-2024 06:32:55

Your score: 1/15

A minimum of 90% score is required to pass this quiz. Please try again.

Principles of Personal Safety and Survival

1. A child can swim alone if he or she has taken swimming lessons.

- TRUE
 FALSE

6a. If you passed

SwimSafer Quiz Stage 1

Submitted by: *****894I

Name: Alicia Yap

Submitted on: 21-May-2024 16:35:39

Your score: 15/15

Well done! You have completed your SwimSafer 2.0 Quiz. Please take a screenshot on your test result before

Remember to take a screenshot
for your own record!

Principles of Personal Safety and Survival

1. A child can swim alone if he or she has taken swimming lessons.

- TRUE
 FALSE

2. When you are thrown off a boat without a Personal Floatation Device (PFD), you can use your c

- TRUE
 FALSE

6b. If you failed, retake the test

Your score: 1/15

A minimum of 90% score is required to pass this quiz. Please try again.

15. An unconscious victim may be facing up or down in the water and is not moving.

- TRUE
 FALSE

Back to Home

Try Again



POWERED BY

GOVTECH
SINGAPORE



Assessment Confirmation

Confirmation of Practical Test Arrangements



3

Assessment Registered & Paid

Invoice from Sport Singapore
Invoice #1467-5108
GST Reg No: MB82000067
Address: 3 Stadium Drive, Singapore 397630

AMOUNT PAID	INVOICE DATE	PAYMENT METHOD
S\$0.50	Jun 28, 2024, 4:44:50 AM	<input type="text"/>

SUMMARY

test x 1	S\$0.50
<hr/>	
Amount charged (includes GST)	S\$0.50

Assessor Assigned or Confirmed



Booking Confirmed

Tuesday, June 2024. 2.30PM

A confirmation email has been successfully sent to your registered email address.

Venue: **Victoria Park**
2972 Westheimer Rd.
Santa Ana, Illinois 85486

Stage: **4th**

Any changes / Withdrawal / cancellations

- SwimSafer team to verify registration and post assessment jobs without assessors
- Service Providers / Instructors will be informed of their assigned assessors & to follow-up with liaison / practical arrangements
- Assessment Change Request Form (if required and with valid reasons)
- Submit cancellation & individual refund form if any participant has valid reasons

Cancellation & Individual Refund Form

<https://go.gov.sg/ssrefund>

Assessment Change Request Form

<https://go.gov.sg/ssassessmentchanges>

Practical Assessment

Conduct and Grade Practical Test



4



1 Jul 2024 onwards

- Manual assessment checklist will remain mandatory for verification
- New process for selection of assessors by instructors prior to registration.
- Conduct the Assessment by following the new guidelines, rules and policies.

The image shows three screenshots of the 'STAGE 1-3 ASSESSMENT CHECKLIST' forms. Each form is a table with columns for 'Name of Candidate', 'Date of Assessment', 'Assessor's Name', and 'Assessor's Signature'. The forms are dated 'Updated 25-Sep-2023'. The first screenshot shows the 'Name of Candidate' and 'Date of Assessment' fields. The second screenshot shows the 'Assessor's Name' and 'Assessor's Signature' fields. The third screenshot shows the 'Assessor's Name' and 'Assessor's Signature' fields.

The image shows the homepage of the SwimSafer 2.0 website. The header features the SwimSafer 2.0 logo and navigation links for 'ABOUT', 'ACADEMICS & CURRIC', 'REGISTRATION', 'COACHES', 'BRANCHES', and 'CONTACT US'. The main content area is titled 'How to register?' and lists two ways to enrol for the SwimSafer 2.0 programme: 1. Primary school students can enquire and register for the SwimSafer Programme with their respective MCE schools. 2. Register privately with an accredited SwimSafer swimming instructor. Below this, there is a section titled 'About SwimSafer Instructors and Assessors' which states that the programme and assessments are conducted by SportSG accredited SwimSafer 2.0 instructors and assessors. It also lists the requirements for SwimSafer instructors and assessors: National Registry of Coaches Membership (NROC), Standard First Aid + AED, and SwimSafer 2.0 instructor certification. Finally, it states that a SwimSafer assessor is required to have:

Assessor Grading

1. Go to the [website](https://go.gov.sg/ssresult), fill in all required fields marked with *, then click "Next"

<https://go.gov.sg/ssresult>

SwimSafer Practical Assessment Results Submission

For test instructors to upload results of SwimSafer Practical Assessment.
Please fill up all the fields to continue.

* Assessor ID
[Text Input]

* Assessment Code
[Text Input]

* Stage
[Dropdown Menu]

* Number of Participants
[Text Input]

Next

The number of Student result boxes you have to fill up depends on the Number of Participants you chose in the previous page

2. Fill in your students' ID and their result (Pass/Fail/Absent)

Assessor ID: 1223431
Assessment Code: 374UEUSF
Stage: 1

Student result

Member ID
[Text Input]

Pass Fail Absent

Student result

Member ID
[Text Input]

Pass Fail Absent

Back Next

3a. If you click Pass/Absent, there is no further field to fill up

Student result

Member ID
2222222

Pass Fail Absent

Student result

Member ID
2222222

Pass Fail Absent

3b. If you click fail, a list of checkboxes will show for you to choose the reason(s) for failure

Student result

Member ID
2222222

Pass Fail Absent

Reasons for fail result

- Back float for 5 seconds and recover
- Correctly fit a PFD, jump into water
- Enter the water with slide-in entry
- Exit safely from water
- Float for 30 seconds, and then climb out of the water
- Front float for 5 seconds and recover
- Grasp the float and float for 10 seconds (w/o goggles)
- Move (with the float) to the pool edge
- Signal distress and call for help (w/o goggles)
- Submerge head in water, open eyes, blow bubbles and identify object on pool floor (w/o goggles)
- Swim 10m (alternating arms and legs or simultaneous arms and legs)
- Swim on the back 5m (alternating arms and legs or simultaneous arms and legs)

Back Next

After filling all the student results, click "Next"

4. Review your submission, then click "Submit"

Review your assessment results before submission

Assessor ID: 1223431
Assessment Code: 374UEUSF
Stage: 1

Absent 2222222
No result as student was absent

Back Submit

6. After submitting, you can choose to submit another assessment, or save your submission as a PDF

✓ **Your assessment results have been submitted**

Assessor ID: 1223431
Assessment Code: 374UEUSF
Stage: 1
Submitted on: 19 Jun 2024 11:31:47

Pass 2222222
Student has passed the assessment

Submit another assessment Save as PDF

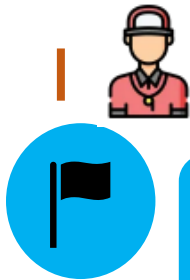
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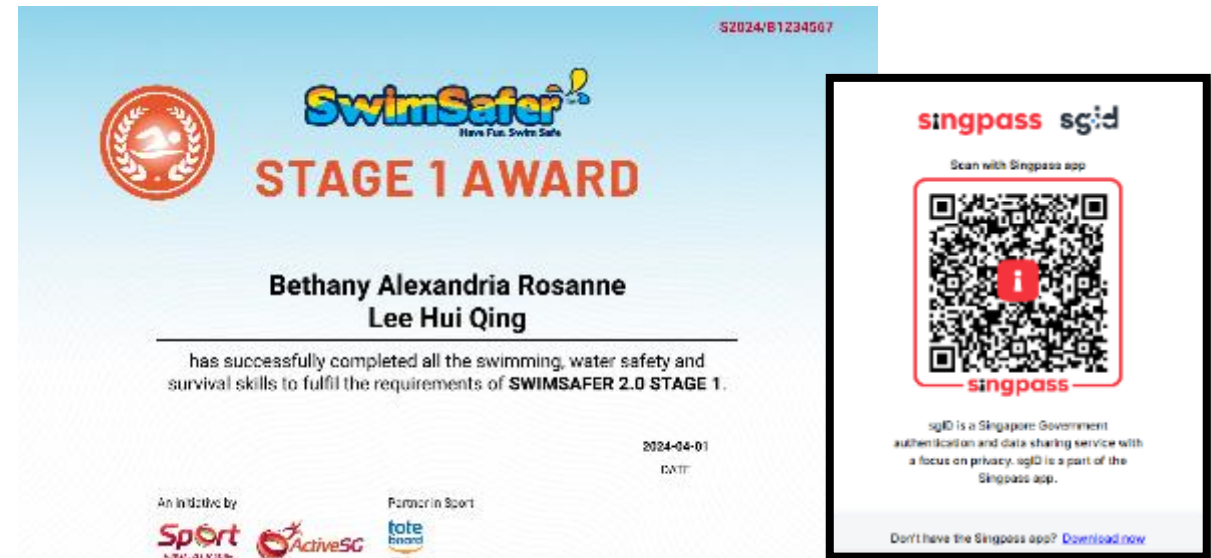
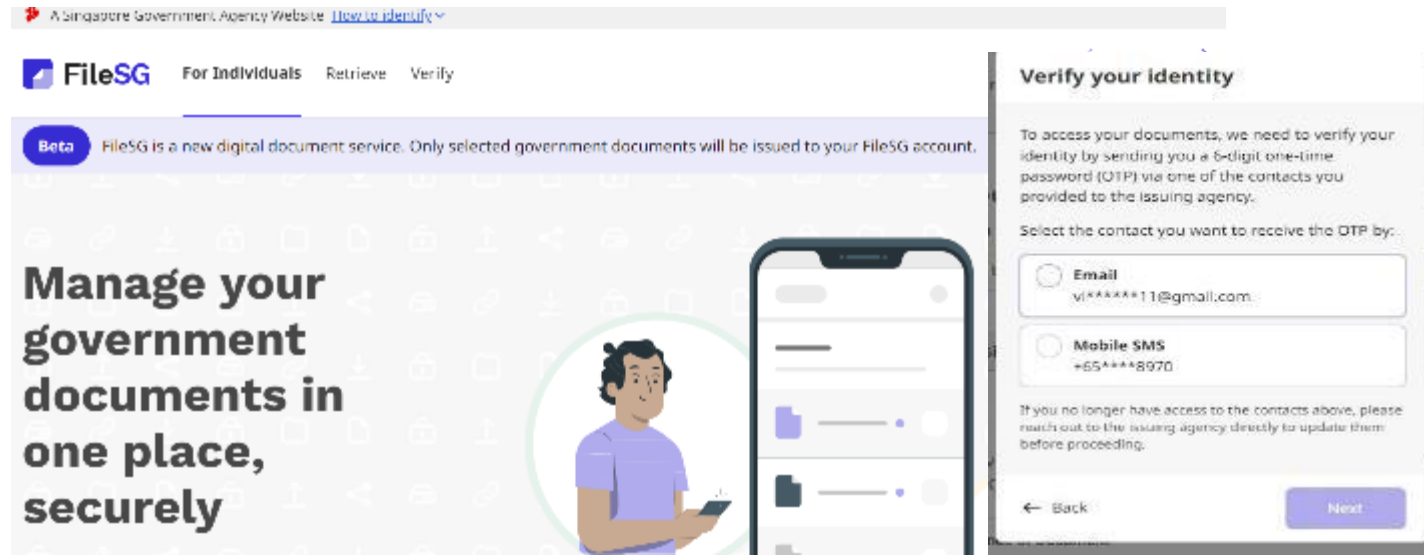
SwimSafer e-Certificate

Assessor Fee Payment and e-cert issuance



1 Jul - 15 Aug 2024 onwards

- Retrieve e-Certificates from FileSG
<https://www.file.gov.sg/>
- Only participants will have access to e-Certificate via Singpass or Email / mobile OTP
- MOE Schools, SPs and Instructors will not be able to print out the e-certificates for the participants.



SwimSafer Updated FormSG Links

Assessment Registration & Payment

<https://go.gov.sg/ssregister>



<https://go.gov.sg/ssregister>

Assessment Rain-off

<https://go.gov.sg/ssrainoff>



<https://go.gov.sg/ssrainoff>

Current FormSG Links

Cancellation & Individual Refund Form

<https://go.gov.sg/ssrefund>

Assessment Change Request Form

<https://go.gov.sg/ssassessmentchanges>

SwimSafer Theory Quiz Page

<https://go.gov.sg/sstheory>



<https://go.gov.sg/sstheory>

SwimSafer Assessor Results Submission

<https://go.gov.sg/ssresult>



<https://go.gov.sg/ssresult>

Assessment Enquiry, Reporting & Feedback

<https://go.gov.sg/ssreport>



<https://go.gov.sg/ssreport>

Progressive **Transition Timeline**



JUN

UPSKILLING OF ASSESSORS

New Process Familiarisation

JUN

Training programmes for existing & new assessors

15 – 30 JUN

Familiarization sessions with Service Providers, Instructors & Assessors

30 JUN

Last date for SwimSafer Registration via Portal

JULY

NEW TRANSITION SYSTEM

SwimSafer Assessment Registration
| Theory Quiz | Assessor Grading

1 JUL

All assessments will be registered and paid via FormSG.

*Instructors are able to select and engage assessors from a pre-qualified list

New GDS platform: Theory Quiz & Assessor Grading

SwimSafer e-Certificates on FileSG

AUG

CESSATION OF MYACTIVESG & SWIMSAFER PORTAL

14 AUG

Last day of access to the current SwimSafer portal and MyActiveSG system

4Q 24 – 1Q 2025

STRENGTHEN SWIMSAFER AND ASSESSMENT ENVIRONMENT

Integration of SwimSafer programme into Swim Singapore framework

Transition to a centralised assessment model to ensure quality

Increase participant convenience to sign-up for assessments