



**SwimSafer 2.0 March Pilot CAMS:  
Assessment Registration**

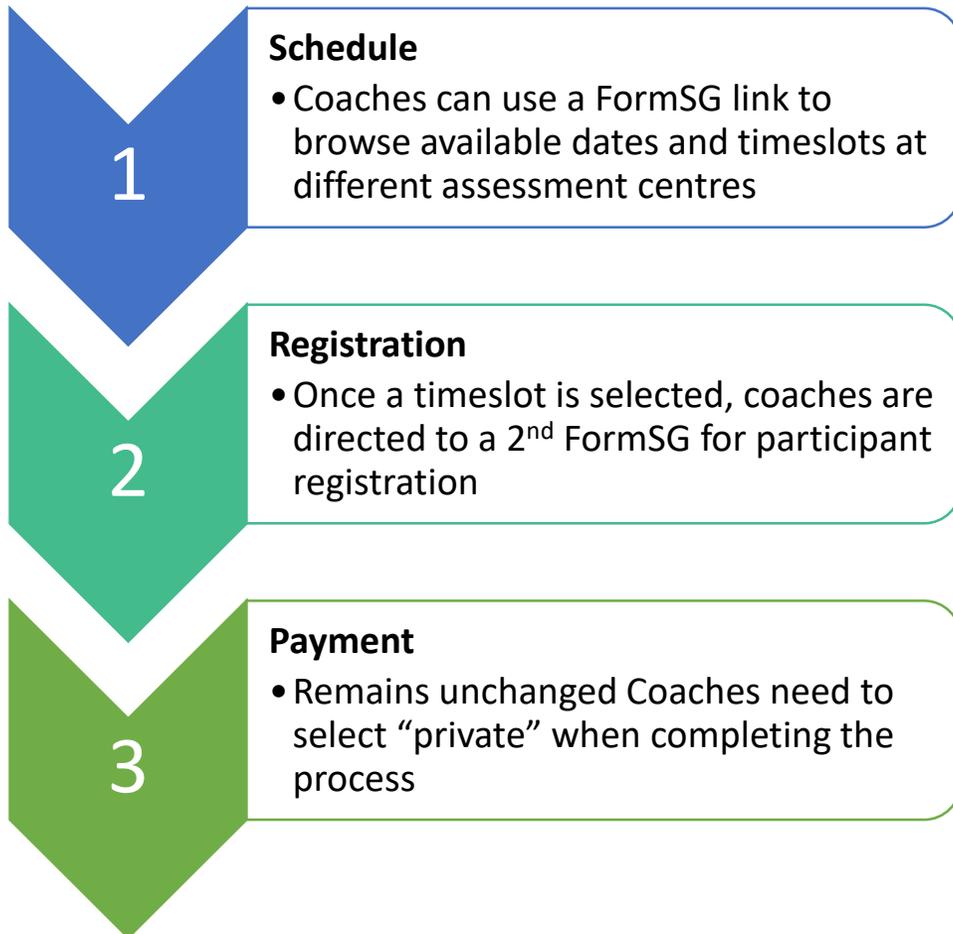




# Registration Process



## Key Changes for March Pilot CAMS - Registration



1. Removal of Balloting Process
  - a. The March pilot will no longer use a balloting system.
2. New Two-Step Registration Process
  - a. Step 1: Browsing and Selecting Timeslots
    - i. Coaches will use a FormSG link to browse available dates across the five assessment centres.
    - ii. Two types of bookings are available:
      1. Individual bookings
      2. Group bookings for up to 10 participants
    - iii. After selecting a preferred timeslot, coaches are directed to a second FormSG for participant registration.
  - b. Step 2: Participant Registration
    - i. The second FormSG is specific to the chosen timeslot.
    - ii. Registration is on a first-come, first-served basis.
    - iii. Registration closes automatically once slots are filled.

# Registration Process

## 1. View the Pilot CAMS Assessment schedule

- The Overview of Assessments Schedule will be posted up on the SwimSafer Website under Instructors & Service Providers' Corner tab, in CAMS Pilot Test Schedule for your reference.

The screenshot shows the SwimSafer website interface. The top navigation bar includes 'ABOUT', 'ACADEMIES & CLUBS', 'INITIATIVES', 'COACHES', 'RESOURCES', and 'CONTACT US'. The main header features the SwimSafer logo with the tagline 'Have Fun, Swim Safe'. A sidebar on the left contains a menu with 'Instructors & Service Providers' Corner' selected, which includes 'CAMS Pilot Test Schedule'. The main content area displays the 'CAMS Pilot Test Schedule' for 'BUKIT CANBERRA' for January 2025. The schedule is presented as a calendar grid with specific dates and times for assessments, including notes on cancellations, weekly closures, and alternative dates.

SUN	MON	TUE	WED	THU	FRI	SAT	JANUARY 2025
			1 Weekly Closure	2	3	4	<b>BUKIT CANBERRA</b> Stage 1 to 4, 5 & 6 (20 pax limit) <b>SCHEDULING</b> <b>PROPOSAL</b> Weekdays - 5pm, 6pm (Stage 1 to 4, 5 & 6) Weekends - 10pm, 11pm (Stage 1 to 4, 5 & 6)  One weekday (Wednesday or Friday)  One weekend day (Saturday or Sunday)  Weekly 2-hour slots, alternating weekly  <b>REMARKS</b> Tue, Thu, Sat booking by 10:00a. 10:00am. Half Pool, Comp pool & Teaching pool.  SwimSafer to book another timing 3pm- 4pm.
5 Stage 3 & 4 - 1pm (20 pax)  CANCEL TEST 10am	6	7	8 Weekly Closure	9	10 Alternative Run-off Sits COMP POOL 10am-12pm	11	
12 Alternative Run-off Sits 10am-12pm	13	14	15 Weekly Closure	16	17	18	
19	20	21	22 Weekly Closure	23	24 Alternative Run-off Sits COMP POOL 10am-12pm	25 Stage 5 & 6 - 1pm (20 pax) Stage 3 & 4 - 10pm (20 pax) 10am-12pm	
26 Alternative Run-off Sits 10am-12pm	27 Alternative Run-off Sits 10am-12pm	28	29 Chinese New Year	30 Chinese New Year	31 Stage 1 & 2 (20 pax) COMP POOL 10am-12pm	1 Ataris	

# Registration Process

## 2. Applying Assessments through Assessment registration Form

Service Providers can view the available slots at form at <http://go.gov.sg/ssschedule> (CAMS Assessment Registration Schedule)



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

A screenshot of the 'CAMS SwimSafer Assessment Registration Schedule' web form. The page has a blue header with the 'SwimSafer' logo and the text 'CAMS SwimSafer Assessment Registration Schedule'. Below the header, it indicates '5 mins estimated time to complete' and shows a login button with the ID 'S1234567A - Log out'. The main content area is white and contains 'Instructions' for service providers and instructors, explaining that the form is for viewing available slots for SwimSafer 2.0 CAMS Assessments. It also notes that submissions are not required and will not be recorded. At the bottom, there is a section for '1. Booking type' with a dropdown menu showing options for 'Individual Booking - Registration for Individual' and 'Group Booking - Registration for Group'. The current selection is 'Individual Booking - Registration for Individual'. Below the dropdown, the text 'Available Slots for booking - Individual' is visible.

- Service Providers / Instructors are to log in with Singpass in order to view either Individual slots or Group slots

## 2. Viewing and Selecting Available Slots

1. Booking type  
Individual Booking - Registration for Individual  
Group Booking - Registration for Group

Select an option

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**Available Slots for booking - Individual**

Bukit Batok:

BB25: 25 Jan 5pm - Stage 1 (10 pax)  
[www.placeholderlink.gov.sg](http://www.placeholderlink.gov.sg)

Bukit Canberra:

BC25: 25 Jan 5pm - Stage 1 (10 pax)  
[www.placeholderlink.gov.sg](http://www.placeholderlink.gov.sg)

Heartbeat@Bedok:

HB25: 25 Jan 5pm - Stage 1 (10 pax)  
[www.placeholderlink.gov.sg](http://www.placeholderlink.gov.sg)

Jalan Besar:

JB25: 25 Jan 5pm - Stage 1 (10 pax)  
[www.placeholderlink.gov.sg](http://www.placeholderlink.gov.sg)

Yio Chu Kang:

YK25: 25 Jan 5pm - Stage 1 (10 pax)  
[www.placeholderlink.gov.sg](http://www.placeholderlink.gov.sg)

- Individual available slots are for Service Providers with less than 10 students to register for the preferred assessment venue and stage.
- When Individual is selected on the dropdown, the slots available for the day will be shown.
- Max of 10pax (S1-4) and 5pax (S5/6) for each slot will be available for Individual booking.
- Group available slots are for each Service Provider with 10 students to register for the preferred assessment timeslot, venue and stage.
- When Group is selected on the dropdown, the slots available for the day will be shown.
- Max of 1-2 group of 5/10pax bookings for each slot will be available for Group booking.
- Click on the preferred slot, to proceed for the specific timeslot FormSG to register your students.
- If the timeslot is full, the FormSG will indicate that it is closed.

## 3. Submitting Registration Details

**SwimSafer Assessment Registration - (Copy assesment details here)**  
2 mins estimated time to complete

**SwimSafer Assessment Registration (Group) - (Copy assesment details here)**

**Instructions**  
This FormSG is for SwimSafer 2.0 Service Providers and Instructors to submit their respective SwimSafer 2.0 Assessment as per the title.  
This FormSG is limited to only 1 submission and will close after submission.  
Within 3-5 working days, an email will be sent to inform you if your submission was valid.  
If the email you have received confirms your submission is valid, you may then proceed to another FormSG (link will be in the confirmation email).

**1. Service Provider/Swim School /Vendor**  
Please select the name of Service provider/Swim School/Vendor

**2. Service Provider Email**

**3. Instructor Name**  
Participant's Instructor

**4. Name of Participant**  
Participant's full name

**2. Participant Namelist Upload**  
In the namelist, do include the following information: Student's Full name, Full NRIC, Date of birth, Class, Gender, Email, and Phone number.  
Link to template: <https://sgp.gov.sg/namelistupload>

Choose file or drag and drop here

Maximum file size: 20 MB

- If the slot is full, you will not be able to see this page after you have click on the link. It will indicate the slot is closed.
- If you get to this page, please check you are submitting for the correct timeslots and stage before filling up the details
- Please fill up your service provider & Instructor details accordingly
- Make sure the NRIC/BC/FIN no. keyed in is correct. Incorrect NRIC/BC/FIN no. will affect registration. and will cause further inconvenience to the assessor who is grading the students.
- Passport no. and other verification no. are not allowed.
- Make sure the date of birth is correct as incorrect date of birth will affect the retrieval of e-certificate.
- After all information of the student has been key in, click on submit and your student will be confirmed.
- Parents Email and Mobile is optional but do remind the parents to submit the consent form.

## 4. Things to note when registering participants for assessments

- One participant per individual FormSG submission is considered one entry.
- A participant is only allowed to be registered under an assessment once and cannot be registered for multiple locations on the same date.
- Please ensure you submit the correct participants details during submission (e.g. correct NRIC no. format)
- Any submissions **not following** the afore-mentioned points above will be **voided**.
- Please proceed to <http://go.gov.sg/ssregister> to make payment.
- There is no minimum payment of \$50 needed for registrations. Total payment will still be calculated as \$10 per participant.
- Payment must be made within 72 hours upon receiving the confirmation email.
  - If payment is not made within 72 hours, your submission will be recorded as late/no payment and further action may be taken.

## Key Changes for March Pilot CAMS – Large Groups

### Large Group Bookings (100 participants and above)

- a. A new process has been introduced for large group bookings to maximise assessment capacity and efficiency.
- b. SwimSafer team to gather essential data Complete the Form: <https://forms.gle/LaoRbiVAgSTcwt119> Your responses will play a crucial role in the ongoing improvements and smooth transition of the SwimSafer assessment system. to support:
  - i. Optimised scheduling to accommodate as many participants as possible.
  - ii. Better resource allocation for smoother assessment operations.
  - iii. A more streamline process amongst stakeholders.
- c. For larger groups (100+ participants), allocation may require flexibility, with assessments potentially spanning multiple venues or sessions rather than a single location or timeslot.



# Assessment Procedures



## Complete Indemnity Form after Confirmation

- Once confirmation received that you have successfully registered your participants for the assessment:
  - ✓ Inform Parents to scan QR code below to submit Indemnity form via <https://go.gov.sg/ssconsent>



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

## Participant to Complete Theory Test

- Guide your participants to complete the SwimSafer Theory Test.
- Make sure child's name is keyed in by him/her correctly in the theory test. The name that is keyed into the theory test by participant will appear on the e-certificate.
- Encourage participants to complete the theory test on their own, assist only when necessary.
  - Scan the QR code below or go to the website: <https://go.gov.sg/sstheory> to complete the theory test.



## Exemptions or Medical conditions during Assessment

- Submit the medical or doctors letter and email to [activesg\\_swimsafer@sport.gov.sg](mailto:activesg_swimsafer@sport.gov.sg) for appeal.
- Eg: Eye conditions that require goggles, must be accompanied by a doctor letters indicating the specific condition

# Updated Pilot CAMS Assessment Day Flow

1. Arrive at pool entrance, pay conventional pool entrance fees
2. Proceed to registration counter:
  - For ActiveSG Heartbeat @ Bedok (HBB), Jalan Besar (JB), Bukit Batok (BB) and Yio Chu Kang (YCK): Near the spectator stand / gallery at the competition pool
  - For Bukit Canberra (BC): Behind the gantry area
3. Our friendly guest officers (GO) will be there to assist you if you are lost
4. Register participant attendance at registration table
  - Verify if theory quiz and consent form was submitted
5. Wait at designated holding area near registration counter
6. Assessor shall be responsible for assessment setup and use the provided equipment
  - Admin support will assist assessor with underwater setup
7. Assessor will start with a safety and assessment protocol briefing for participants when assessment commences
8. After briefing, Assessor to guide participants to the Assessment Area (competition or teaching pool).
  - The assessment area is out of bounds to unauthorized personnel like parents or coaches
9. Post-Assessment results and grading

## Assessment Results



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

### Release of Results

- Result for the practical assessment will be updated by the assessor and processed by SwimSafer admin within 2 weeks. Please give us some time to approve and generate the SwimSafer e-certificate to.
- Results status may be verified to check theory and practical status via the following link <https://go.gov.sg/ssquery> on SwimSafer website under Instructors & Service Providers' Corner in the Results Checker tab.
- Results are published on the biweekly basis each month.

### Appeal of results

- Submit the formSG if you or your parents would like to lodge an official appeal to review the results of the practical assessment <https://go.gov.sg/ssreport>



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