



STUDENT GUIDE

Your exams are around the corner and you need a place to sit for the papers.

Not to worry, we're here to help you with a few simple steps to secure your seat at MITstem Exam Centre. That's one less headache to deal with so you can get back to hitting the books!

GETTING STARTED

Please visit:

mitstem.examanix.com

CREATE YOUR ACCOUNT

1
Click on the **Sign Up** button

2
Fill in all the fields then **Register**

3
Check your inbox for an **Activation Email**

1
Sign In to your account

REGISTER FOR AN EXAM

Congrats!
Your account is now Active!

4
Follow the instruction in the email

2
Click on **Register for Exam**

3
Select the current **Intake**

4: Declaration Stage
Fill in all required fields and submit any mandatory documents. Remember to:

T&C

6: Syllabus Selection Stage

Based on your level and/or stream, some subjects will be automatically added to the list for you to choose from

Can't Find a Subject?

- Click on **Add Subject** button
- Use the search bar to look for the subject's availability
- Tick the subjects needed then **Add Chosen**
- Select the correct subjects and option codes

Resitting or Carrying Marks Forward?

Please provide:

1. Previous Centre's Number
2. Previous Candidate Number
3. Statement of Entry and/or Statement of Result

5
Do you need access arrangements?
Please provide a **Medical Report or Letter** supporting the special need(s)

TIP

Don't have all the documents on hand? No worries! You can leave the registration process anytime to get them. Your progress will be automatically saved and can be continued from that point.



Great Work!

Your registration has been submitted for acceptance!
An email will be sent to you once it's accepted and the invoice is available.

7: Confirmation Stage

Review your subject selections **thoroughly** before confirming. When your status is:

Pending Acceptance

- You may still edit your registration



Accepted

- You may add new subjects and/or drop your chosen subjects
- This may incur additional fees
- Any refund is subject to terms and conditions



MAKING THE PAYMENT

1

There are 2 ways to view your Invoice:

Email

- A PDF file of the invoice is attached to the acceptance email



Website

- You can access the Invoice page of your registration via: [View Registration](#) > the links under [Invoice Information](#)



3a: On-Site Payment

You may make the payment directly in the exam centre. The address is provided at the bottom of your invoice.

3b: Off-Site Payment

If you had made the payment off-site (e.g., cash deposit, online bank transfer, etc), you will need to **send us the payment proof** (e.g., photo of receipt) in the website.

Submit Payment Proof

1. Access to the Invoice page (Directions in Step 1)
2. Click on [Proof of Payment](#)
3. Fill all the required fields and upload the proof
4. [Submit Payment](#)



2

Check the Modes of Payment

to see what methods are accepted by the exam centre



Thank You!

Your payment proof has been submitted!
A receipt will be sent via email once the payment has been verified.

YOU'RE ALL SET

Your registration is done. All the best for the exam!

Questions? Kindly contact us at:



03-5131 9555 / 019-232 0799



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