

## REGISTRATION INSTRUCTIONS

1. Participating schools are responsible in ensuring that the participants are enrolled in Primary 4 or 5 in the local schools in 2019. Schools will be disqualified if there is any breach of this rule, intentionally or otherwise.
2. Registration must be done using the official Registration Form in Annex C and emailed as a Word document (.doc) attachment to [mathlympics@econnections.com.sg](mailto:mathlympics@econnections.com.sg) by **7<sup>th</sup> June 2019 Friday**. Registration by fax or phone will not be accepted.
3. Schools can register additional participants using a second registration form with the names of **additional participants only** and emailing it to [mathlympics@econnections.com.sg](mailto:mathlympics@econnections.com.sg) before the deadline for registration on **7<sup>th</sup> June 2019 Friday**. Late registrations will not be processed.
4. In the event that the school wishes to replace any participants, the school must seek prior approval from Learners' Connections through Ms Yvonne Chin at 9834 3402. Upon approval, the school is required to email the particulars of the participants and the replacements to [mathlympics@econnections.com.sg](mailto:mathlympics@econnections.com.sg). Students not registered will not be allowed to take part in the competition.
5. Schools must ensure that the names of the participants are accurate as these names will be printed on their certificates. A levy charge of \$5 per certificate will apply for any reprint of the certificates.
6. The Preliminary Round must be administered according to the scheduled time by a Proctor appointed by the school. Participating schools will have to confirm that all necessary arrangements to administer the competition have been made by filling out the Proctor Acknowledgement Response Form in Annex D and emailing it to [mathlympics@econnections.com.sg](mailto:mathlympics@econnections.com.sg) by **9<sup>th</sup> July 2019 Monday**.
7. Only the Proctor appointed by the school is allowed to invigilate during the competition.
8. Learners' Connections Pte Ltd will make arrangement to deliver the question booklets and answer scripts to schools by **24<sup>th</sup> July 2019 Wednesday**. Participating schools are responsible for the security of the competition materials until they are released for use at the Preliminary Round on **25<sup>th</sup> July 2019 Thursday** after which all **QUESTION BOOKLETS AND ANSWER SCRIPTS** are to be consolidated and be ready for collection by our appointed courier service. Schools will be disqualified if there is any breach of this trust of responsibility.

## REGISTRATION FEE & PAYMENT

9. A one-time \$20 **non-refundable** registration fee will be charged for each participant registered.
10. Payments are to be made through the participants' respective schools in **ONE** consolidated payment to 'Learners' Connections Pte Ltd' by cheque or IFAAS. For payment via IFAAS, an invoice will be sent to the schools upon registration. Registration will only be confirmed upon the receipt of the payment.
11. Receipts will only be issued by Learners' Connections Pte Ltd for cheque payments and it will be mailed to schools once the payment is received in good order.

12. Schools will be informed of the participants' Registration Index Numbers by **9<sup>th</sup> July 2018**. Only registered participants will be given an index number.

**INSTRUCTIONS FOR FINALISTS**

13. All Finalists must report for the competition in full school uniform. They must bring along their student identification cards, bus concession cards or passports for identification purposes.
14. Finalists must bring their own stationery. Only the Casio calculators provided can be used during the competition. All other items, including their own calculators, mathematical sets and personal items like wallets and mobile phones will not be allowed.

For any enquiries regarding the competitions, please contact Ms Yvonne Chin at [mathlympics@econnections.com.sg](mailto:mathlympics@econnections.com.sg) or 9834 3402.