

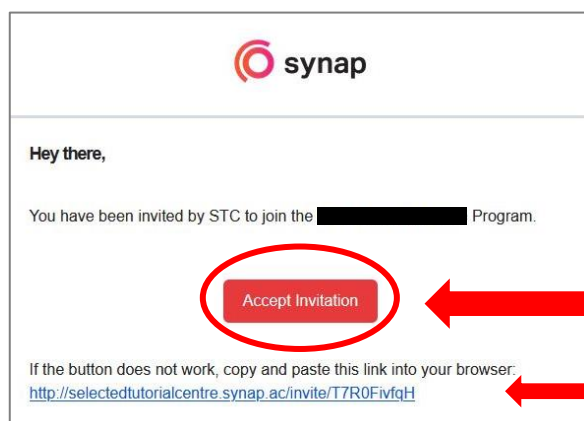
Step 1 – Accept invitation to join Synap

Log in to your registered email.

You should have received an invitation from STC requesting you to join our program.



Once opened, you should see:



Click Here

Each student will have a unique link.
Please do not use the link shown in this manual

Step 2 – Create an Account

Create an account for your child.

- ❖ Sign up using **Student's Full Name**.
- ❖ Sign up using the email address that received the Synap invite. **Once signed up, please do NOT change your email address. Otherwise, your child's details will not match our system, causing errors during the reporting stage.**
 - If you wish to change your email address, please inform STC Main Centre.
- ❖ Create a password.

- Refer to the image shown on the next page for more details -


Please Note:

Twins / Siblings **will** need to register for Synap separately. Please provide us with two different emails; one for each child. Please do not swap between accounts.





Tell us about yourself

Full name*


Please enter your full name  **Student's Name**


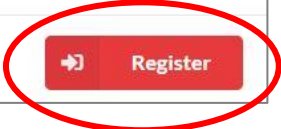
Create account


Email*

  **Your Registered Email**

Password*

Minimum 8 characters; 1 upper, 1 lower and 1 digit  **Create a Password**

 **Click here when done**

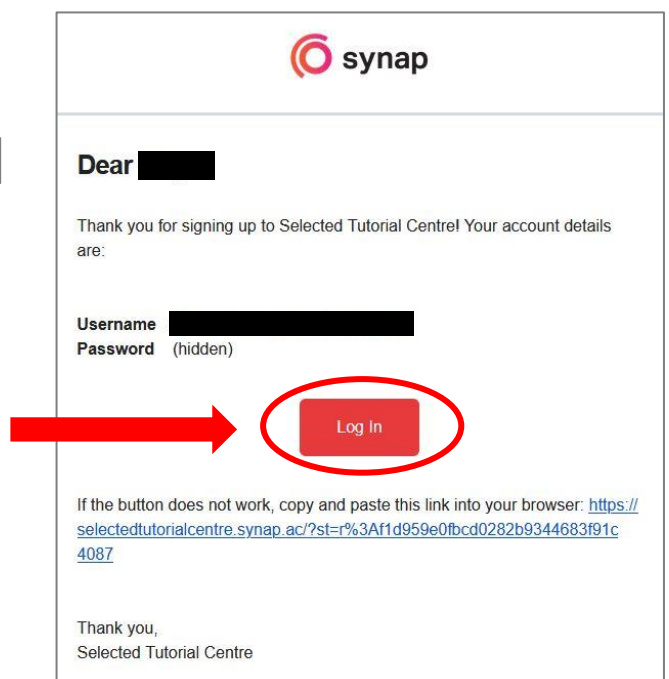
Once Done:

You should have received another email from Synap.



This email will contain your account details.

If you were not automatically directed to the portal, click on the Log In button to access the portal.

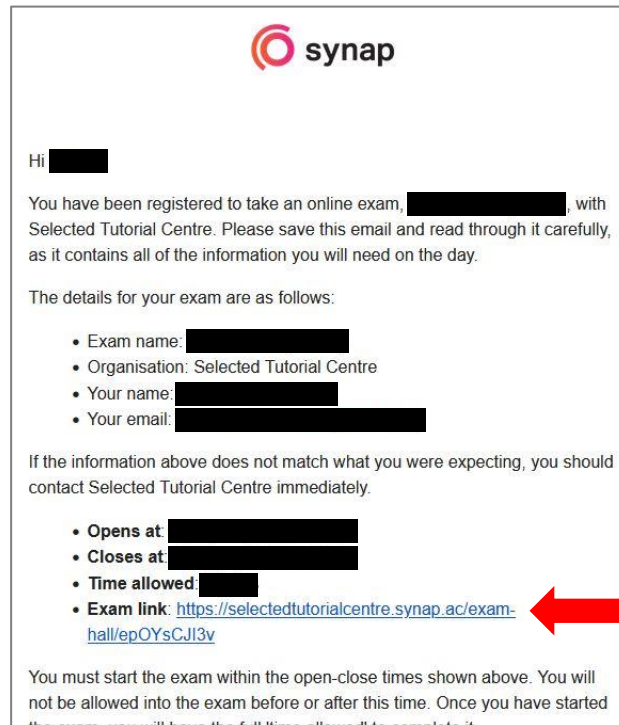


Step 3 – Access Scheduled Exams

Once STC has scheduled an exam, you will receive an email containing the link.

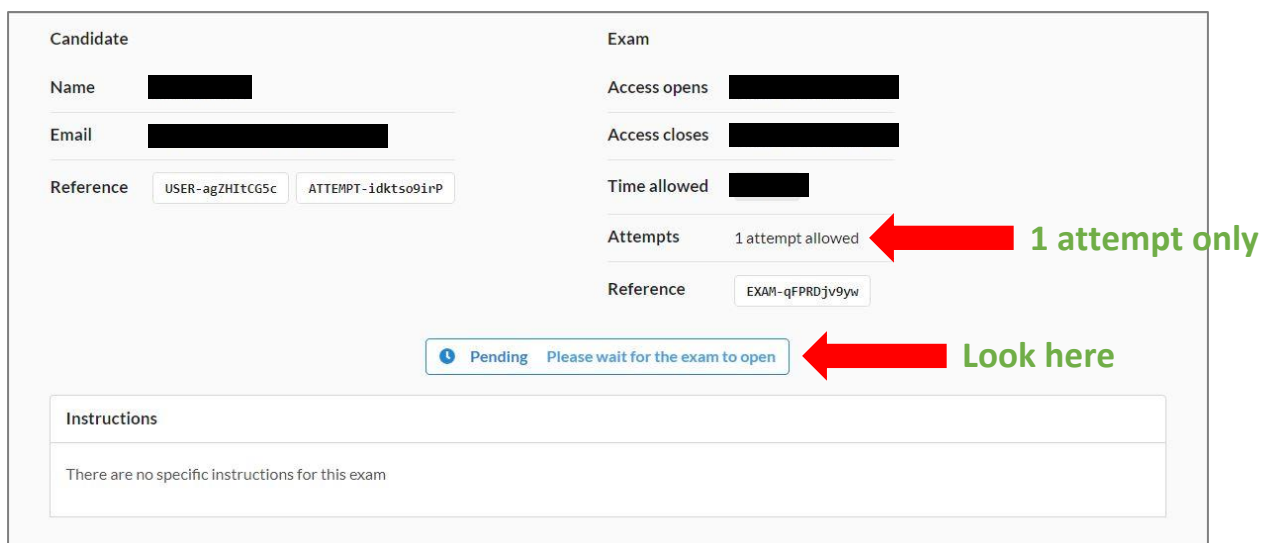
Team Synap You have been registered for an exam, [REDACTED] - PLEASE READ - this email contains important information about your upcoming exam,

Once opened, you should see something like this:



Step 4 – Sitting the exam

Once you click on the link, you should be redirected to this page:



Once the exam is open, you will be able to attempt the exam. **(Only Once)**

The screenshot shows the Synap exam interface. On the left, under 'Candidate', there are fields for Name, Email, Started (Not started), Submitted, and Reference (USER-agZHI1CG5c, ATTEMPT-idkts091rP). On the right, under 'Exam', there are fields for Access opens, Access closes, Time allowed, Attempts (1 attempt allowed), and Reference (EXAM-qFPRDjv9yw). A green button with a pencil icon and the text 'Open You can now begin the exam' is visible. Below this is an 'Instructions' section with the text 'There are no specific instructions for this exam'. At the bottom, a green 'Start exam' button is circled in red, with a red arrow pointing to it from the right and the text 'Click here'.

** If your internet disconnects, access the test once more from your email. Synap will load up to your last submitted answer.

Please do not discard attempt as you will then be automatically removed from the test group by Synap. **You will not be able to access the exam again.**

Important Notes & Exam Rules:

STC's exams run on a tight schedule. **Students are expected to start their exams on time.**

- Step 1:** Join Webex online class first to confirm attendance before starting exam.
- Step 2:** Must have webcam on showing the student's head and shoulders clearly – **no virtual background.**
- Step 3:** Start exam once Teacher says 'start'.
- **Students who do not abide by the exam rules will be penalised.**
 - Calculators or external assistance are **NOT** permitted.
 - Students are permitted to use their own scrap paper for calculation purposes only.
 - Start time and End time will be recorded on Synap.
- Step 4:** Once students have finished their first exam, they can start the next exam once the next scheduled exam opens. Once students have completed all their exams and clicked 'Finish', wait for Webex lesson to begin.

Should your child be late to start the exam;

They will still have access to the full length of the exam time within Synap, however, they will finish later than everyone else. This means that they will miss out on a portion of the explanation.

If your child is late and misses a scheduled exam;

They will no longer be able to access that particular exam. If there are other scheduled exams on that same day, they are still able to sit for those exams. Your child is also still able to join the Webex class to listen to all the explanations. However, no make up exam will be available for the missed exam.

Step 5 – Finishing the Exam

1. Please make sure to click 'submit answer' for all questions before clicking 'Finish'.
2. Once you click 'Finish', you will be redirected to your exam 'Overview'.
 - Here you will be able to see your score and the time spent on the exam.

STC will email you a more detailed report afterwards. *(Generally, within one weeks' time)*

Step 6 – Accessing our Online Class

STC will hold an online class (via Webex) right after the scheduled exam to teach students the questions tested. Please view our Webex Manual for more information.

Please check your registered email for a class invitation.

