



Singapore
Institute of Legal Education

**Examinations Notice, Instructions and Rules
for the 2014 Session
of the Foreign Practitioner Examinations**

17 December 2014

1. Instructions to Candidates

1.1. Candidates are expected to be familiar with this Examinations Notice, Instructions and Rules for the 2014 Session of the Foreign Practitioner Examinations, in particular the Examination Rules. A breach of any of the Examinations Rules may result in the candidate’s expulsion from the Foreign Practitioner Examinations (“the Examinations”).

2. Dates and Times, and Venue

2.1. The 2014 session of the Examinations will be held between 20 January 2015 and 30 January 2015, both dates inclusive, as follows:

Day	Date	Subject / Paper	Time
Tuesday	20 January 2015	Ethics & Professional Responsibility Paper 1	2:30 pm to 5:30 pm
Friday	23 January 2015	Corporate Practice Paper 1	9:30 am to 12:30 pm
		Corporate Practice Paper 2	2:30 pm to 5:30 pm
Tuesday	27 January 2015	Commercial Practice Paper 1	9:30 am to 12:30 pm
		Commercial Practice Paper 2	2:30 pm to 5:30 pm
Friday	30 January 2015	Corporate Finance Paper 1	10:00 am to 12:00 pm
		Corporate Finance Paper 2	2:30 pm to 5:30 pm

All examinations are Open Book.

2.1.1. Ethics & Professional Responsibility

Covering legal infrastructure, responsibilities to the client, relationship between lawyers, the lawyer and the law practice, maintenance of ethical standards and disciplinary issues, responsibilities to the public and the “spirit” of ethics, scope of practice for holders of Foreign Practitioner Certificate;

Format:

Paper 1: A number of compulsory multiple-issue hypothetical questions; 3 hours.

2.1.2. Corporate Practice:

Covering company law, insolvency law, alternative business structures, joint ventures and take-overs & mergers;

Format:

Paper 1: Multiple-choice questions only; 3 hours.

Paper 2: A number of compulsory multiple-issue hypothetical questions; 3 hours.

2.1.3. **Commercial Practice**

Covering Singapore legal and financial system, contract, property, trusts & equity, intellectual property, tax, competition, arbitration and financial crimes;

Format:

Paper 1: Short questions; 3 hours.

Paper 2: A number of compulsory multiple-issue hypothetical questions; 3 hours.

2.1.4. **Corporate Finance:**

Covering capital markets and banking;

Format:

Paper 1: Multiple-choice questions only; 2 hours.

Paper 2: A number of compulsory multiple-issue hypothetical questions; 3 hours.

- 2.2. All the above examinations will be held at the LawNet Training Centre, located at Level 4 of the Supreme Court Building, 1 Supreme Court Lane, Singapore 178879. Please note that the Supreme Court's parking facilities are not open to the public. Please visit the Supreme Court's Internet website for more information: www.supremecourt.gov.sg

3. General Instructions

- 3.1. All examinations will start precisely at the times indicated above.
- 3.2. You will be allowed into the Examination Room fifteen (15) minutes before the scheduled commencement times.
- 3.3. You will be given ten (10) minutes of reading time before the start of the examination. During the reading time, you **may not** start writing, **including scribbling on the question paper**, or typing unless the Invigilator instructs otherwise.
- 3.4. You must bring along your NRICs (or Passports) to each examination and place them at the designated location on the desk at the start of each examination. The NRICs or Passports will be checked during the examination.
- 3.5. You must sit at the desk bearing your Candidate Number.
- 3.6. All examinations for this session are open book. You are allowed to bring in any paper-based materials, including notes, statutes and manuals. Additionally, ONE digital device may be brought in. Please see the Examination Rules under the section on the use of digital devices.
- 3.7. You are not allowed to borrow materials, stationery or other items from other candidates during the examinations.
- 3.8. You are expected to screen your own state of health before each examination. If you are sick or having a fever, you should consult a doctor to certify that you are fit to sit for the examination.
- 3.8.1. If you are suffering from a contagious disease such as chicken pox, you will be quarantined and you will have to sit for the Examinations in a separate Examination Room, subject to the recommendation of your medical practitioner who should not

be a family member, or related to you in any way.

3.8.2. If you are absent from an examination due to illness, there will be no make-up examinations.

4. Withdrawal from Sitting for the Examinations

4.1. If you are unable to take the Examinations (or any Component thereof), you should notify the Institute in writing of the intention to withdraw from the Examinations. If you fail to do so before the commencement of the Examinations, and are absent from the Examinations, you will be deemed to have failed the Examinations. This has implications if you wish to take the Examinations again in future.

4.2. Withdrawal from sitting for the Examinations means withdrawal from all Components of the Examinations. You are not allowed to withdraw from sitting for selected Components of the Examinations.

5. Absence from the Examinations

5.1. A Candidate who is absent from the Examinations (or any Component thereof) will be deemed to have failed unless the Institute has received the Candidate's written notice of his intention to withdraw from the Examinations prior to the commencement of the Examinations. Absence for any Component of the Examinations will result in a failure of the Examinations. As such, the Institute may disallow a Candidate who was absent for a Component of the Examinations from taking subsequent Component(s) of the Examinations.

5.2. A Candidate who has extenuating circumstances for being absent from the Examinations (or any Component thereof) and for not complying with the requirements of the above subparagraph 5.1, should send a notice to the Institute setting out the full details of such extenuating circumstances. The notice must be received by the Institute within 7 days of the end of the Examinations.

5.3. The Institute will consider such extenuating circumstances and decide whether the absence will be regarded as a deemed failure. If the absence is not regarded as a deemed failure, the Candidate will not be deemed to have attempted the Examinations before for the purposes of rule 4(6) of the Legal Profession (Foreign Practitioner Examinations) Rules 2011 of determining his eligibility to apply to sit for subsequent Examinations.

6. Results of Examinations

6.1. The Institute will endeavour to release the results of the Examinations as soon as possible following the Examinations. It is hoped that all scripts can be marked and the results finalised by the end of March 2015, however, because of the professional commitments of the examiners, this date cannot be guaranteed.

6.2. A Candidate who has failed in the Examinations may apply for a review of his answer scripts by the Examinations Review Board.

6.3. An application for review shall be made in writing within 1 month from the date the Institute announces the results of the Examinations. The application should be accompanied

by a review fee of S\$535 (inclusive of 7% GST).

- 6.4. The Examinations Review Board will review the Candidate's answer scripts afresh to see if the Candidate meets the standard required for a pass in the Examinations. The Examinations Review Board may, but is not obliged to, call the Candidate for an oral examination if the Examinations Review Board deems that the circumstances warrant it.
- 6.5. If the Candidate is awarded a pass in the Examinations following the review, the Examinations Review Board may order that the review fee be refunded to the Candidate.
- 6.6. The decision of the Examinations Review Board is final.

7. Attempting the Examinations Again

- 7.1. Candidates who fail the 2014 session of the Examinations may apply to sit for a subsequent session of the Foreign Practitioner Examinations in accordance with the applicable rules and guidelines in force at that time.
- 7.2. The next session of the Foreign Practitioner Examinations is expected to be conducted in 2016. Candidates will have to sit for all Components of the Examinations again even if they have passed one or more Components in the 2014 Examinations.

8. Acknowledgement of the Examination Rules

- 8.1. All candidates are required to acknowledge receipt of this Examinations Notice, Instructions and Rules for the 2014 Session of the Foreign Practitioner Examinations, in particular the Examination Rules, by completing and submitting the enclosed form by **5pm on Monday, 29 December 2014** by fax to +65 6338 1164 (Attention: Director FPE). Please send the original acknowledgment by post to Singapore Institute of Legal Education (Attention: Director FPE), 1 Supreme Court Lane, Level 2, Singapore 178879 so that it is received by the Institute by 5pm on Wednesday, **7 January 2015**.

David Quark
Director of the Foreign Practitioner Examinations
Singapore Institute of Legal Education

17 December 2014

EXAMINATION RULES

Candidates' Belongings

1. You are responsible for the safekeeping of all personal belongings you bring to the Examination Room. The Institute will not be responsible for the loss or damage of any such belongings.
2. Subject to the rules relating to the use of an approved Digital Device during open book examinations, you may not bring into the Examination Room any computer, laptop, notebook, PDA, mobile phone, or any audio equipment, recording or communication device, including radios, CD players, MP-3 or MP-4 players etc. In the event that you bring in your mobile phone, it must be switched off at all times when it is in the Examination Room.
3. You may not bring in or take out from the Examination Room, or receive from any person while in the Examination Room, any unauthorised books, papers, documents, pictures or other things, including any material that infringes copyright.

Smoking, Eating or Drinking

4. Aside from consuming sweets and plain drinking water (e.g. unflavoured mineral water), you are strictly prohibited from smoking, eating or drinking in the Examination Room.

At the Start of the Examinations

5. You will not be admitted after thirty (30) minutes from the scheduled commencement time of the examination.
6. You may not leave the Examination Room until thirty (30) minutes have elapsed from the scheduled commencement time of the examination.
7. The identity of all candidates will be checked during the examinations. You must bring your NRIC or Passport and place it at the designated location of your desk for the Institute to verify your identity.
8. You must familiarise yourself with the instructions printed on each question paper. In particular, you should note that all examinations are anonymous. As such, you must write your Candidate number and not your name in the space provided on the cover of each answer booklet, and on any additional booklets or loose sheets used.

During an Examination

9. You are not allowed to communicate with other candidates.
10. You are not allowed to pass to or receive from anyone any item or thing, except as permitted by the Chief Invigilator or the Director of the Foreign Practitioner Examinations (FPE Director).
11. Raise your hand if you wish to communicate with an Invigilator, and wait until you have been attended to.

12. You may not leave the Examination Room unless you have the permission of the Chief Invigilator, the FPE Director or an Invigilator, who may direct that you be supervised during your absence, or impose reasonable conditions regulating your absence. Please note that you are not permitted to bring your mobile phone along with you during the brief absence from the Examination Room.
13. If you fall ill during an examination and are unable to complete it, you should alert the Chief Invigilator or the FPE Director immediately.
14. If you fall ill during an examination but nevertheless complete it, you should within twenty-four (24) hours from the scheduled commencement time of the examination, report the fact to the FPE Director and submit a medicate certificate by a registered medical practitioner who is not a family member, or related to you in any way, certifying that you were examined within twelve hours (12) hours from the scheduled commencement time of the examination, and that you were unfit to take the examination.

At the End of an Examination

15. You are not allowed to leave the Examination Room during the final fifteen (15) minutes of the examination. Refer also to the guidelines on the use of computers to input answers to short questions and hypotheticals (paragraph 22).
16. At the conclusion of the examination, if paper answer booklets are used, you are to:
 - a. Use the string provided to securely tie together your answer booklets and loose sheets according to the instructions of the FPE Director or Chief Invigilator;
 - b. Remain seated quietly while your answer booklets are being collected and counted;
 - c. Leave the question booklets and any other used or unused answer booklets or loose sheets that you do not wish to submit as part of your answers on your desk; and
 - d. Stay in the Examination Room until you have been given permission to leave by the FPE Director or Chief Invigilator.
17. You are responsible for ensuring the submission of your answer scripts (whether in answer booklets or loose sheets) at the conclusion of the examination. If you are present for the examination but do not submit your answer scripts, you will be deemed to have sat for, and failed the examination.
18. Any answer booklet or loose sheet taken out of the Examination Room, whether inadvertently or otherwise, and irrespective of the length of time it has been taken out, will not be accepted for marking. The candidate concerned must return the answer booklet or loose sheet immediately to the Chief Invigilator or FPE Director for further investigation.

At All Times Before, During and at the End of an Examination

19. Your conduct is subject to the control of the Chief Invigilator, Invigilators, the officials appointed by the Institute and the FPE Director, who may require you to leave the Examination Room if they are of the view that your conduct is causing disturbance to other candidates, or is affecting the proper running of the examination. In that event, you may be

struck off the list of candidates and be disqualified from completing that examination, and subsequent examinations.

20. You must conduct yourself with appropriate propriety and soberness. If your conduct, behaviour or action gives the Chief Invigilator, Invigilators, the officials appointed by the Institute or the FPE Director reason to believe that you are cheating or attempting to cheat, or assisting or facilitating another candidate to cheat, or attempting to do so, your answer booklets, loose sheets and other materials may be impounded for further investigation and the matter reported to the Institute for its review and further action.

Use of Digital Devices

21. You may use a digital device during the examinations, subject to the following rules:
- a. All communications devices must be switched off and placed in a designated spot during the examinations.
 - b. You may bring and use **one** of the following digital devices: (a) a portable computer (e.g. a laptop or notebook computer); or (b) a tablet computer (e.g. iPad, Samsung Tab). You must remove any SIM cards from these devices.
 - c. You may use the digital device only for the purposes of accessing legislation, notes and materials previously stored in the device. You must not use or attempt to use the digital device to communicate with external parties; to access the Internet or to store the examination questions or answers. All Wi-Fi and Bluetooth connections must be turned off.
 - d. You should ensure that your digital device is adequately charged for the entire duration of the paper. As a precautionary measure, you should consider bringing an additional battery. You will not be allowed to leave the Examination Room to charge your digital device. To facilitate inspection, all forms of removable casing shall be removed from the digital devices when used in the Examination Room.
 - e. You should be adequately prepared in case your digital device fails during the examinations. No allowance (e.g. extension of time etc.) will be made on account of your failed digital device.
 - f. You must cooperate with the Invigilators inspecting the digital device.
 - g. If you are caught violating these rules, you may be disqualified from sitting for the examinations, and may be required to leave the Examination Room immediately. Your digital device may also be impounded for investigations.
 - h. Computers which are 3G- or 4G-enabled (i.e. which allows the use of a SIM Card) are not allowed.
 - i. No dongles, thumb drives or portable hard disk drives should be attached to the computer. You are not allowed to use any wireless device with your computer which requires a dongle.

Use of Computers to Input Answers to Short Questions and Hypotheticals

22. The following rules apply to the use of computers to input answers to the short questions and hypotheticals:
- a. All answers must be typed in the Microsoft Word ('Word') document provided.
 - b. Your answers must only be typed on the computers assigned by the Institute.
 - c. You must not change the style settings in the prescribed document.
 - d. You must check that the Word template on the assigned computer contains your correct candidate details.
 - e. You are expected to save your answer script as you go along to prevent any unexpected loss of data. In such an instance, you will not be accorded extra time to re-type the answers.
 - f. Your answer scripts can be found on the "desktop" of your assigned computers (or such other location which will be advised to you), and have been pre-assigned filenames. You must use the filenames given and not change them.
 - g. Your typed answers must be composed during the examination period. You must not copy ("cut and paste") material into your answer scripts from any other source. However, you may use "cut" or "copy" and "paste" functions within different sections of your answers.
 - h. You must not open or attempt to open an Internet connection at any time during the examination.
 - i. You must not copy or share the answer scripts in any form with any other person without the Institute's prior written consent. You must not bring answer scripts and examination paper out of the examination area. If found doing so, disciplinary action may be taken against you, which may result in you failing the examination.
 - j. In the event that the assigned computer breaks down, the Institute will assign another computer to you. The time taken to switch over to the substitute computer may be added to your allocated time at the discretion of the Invigilator.

Processing of typed answers

- k. At the end of the examination period or when you are ready to submit your answer script, an invigilator will copy the answer script from the assigned computer for printing.
- l. You must verify and confirm that the printed document is your answer script and thereafter, sign on every page of the printed document. At this point in time, you must not make changes to the answer script. If found doing so, disciplinary action may be taken against you, which may result in you failing the examination. Any markings on the printed copy will not be considered.

- m. Remain seated quietly while your answer scripts are being processed;
 - n. Leave the question booklets on your desk;
 - o. Stay in the Examination Room until you have been given permission to leave by the FPE Director or Chief Invigilator.
23. The Institute reserves the right to discontinue the use of computers to input the answers, and to use paper answer booklets at its discretion. Please ensure that you have the appropriate stationery as a precaution.
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To:

Singapore Institute of Legal Education
(Attention: Director of the Foreign Practitioner Examinations)
1 Supreme Court Lane
Level 2
Singapore 178879

(By Fax: +65 6338 1164 – by 5pm, Monday 29 December 2014) and
(By Post – by 5pm, Wednesday 7 January 2015)

Dear Sirs

ACKNOWLEDGEMENT ON EXAMINATIONS NOTICE, INSTRUCTIONS AND RULES FOR THE 2014 SESSION OF THE FOREIGN PRACTITIONER EXAMINATIONS

I refer to the Examinations Notice, Instructions and Rules for the 2014 Session of the Foreign Practitioner Examinations dated 17 December 2014.

I have read the Notice, Instructions and Rules and set out in the above document, and I agree to abide by the contents of the document, in particular the Examination Rules. I understand and agree that if I breach any of the Examinations Rules, I may be disentitled from sitting for the Foreign Practitioner Examinations.

I am also aware of the provisions in relation to misconduct, and of the powers of the Examinations Disciplinary Committee set out in the Legal Profession (Foreign Practitioner Examinations) Rules 2011.

Name of Candidate: _____

Candidate Number: _____

NRIC / Passport Number: _____

Signature
(as per the application form): _____

Date: _____

Witnessed by:

Name: _____

Title: _____

Signature: _____