

INSTRUCTIONS AND GUIDELINES FOR CANDIDATES' ADMISSION MALAYSIAN UNIVERSITY ENGLISH TEST (MUET) YEAR 2014

Instructions and Guidelines for MUET Candidates' Admission consists of the following information:

- 1 Eligibility to sit for MUET
- 2 Validity period
- 3 MUET components
- 4 Test fees
- 5 Method of registration for MUET candidates
 - 5.1 Candidates from schools/institutions
 - 5.2 Private individual candidates
- 6 Special needs candidates
- 7 Candidate's Registration Slip (MUET/PP)
- 8 Registration date and test date
- 9 Candidate's index number and test centre
- 10 MUET Registration Slip (MUET/D)
- 11 Transfer of test centre
- 12 Withdrawal of candidates
- 13 MUET Results
- 14 Review of MUET results

1 ELIGIBILITY TO SIT FOR MUET

No condition is imposed for the eligibility to sit for MUET.

2 VALIDITY PERIOD

For MUET results issued prior to 2009, the validity period is until **18 July, 2013** while for MUET results issued from 2009, the validity period is **five years** from the date of issue of results.

3 MUET COMPONENTS

Below are the four papers offered for MUET:

Paper Code	Paper Name / Duration
800/1	<i>Listening / 30 minutes</i>
800/2	<i>Speaking / 30 minutes</i>
800/3	<i>Reading / 90 minutes</i>
800/4	<i>Writing / 90 minutes</i>

- * For more information, please refer to MUET *Regulations, Test Specifications, Test Format, and Sample Questions* which can be obtained from the Malaysian Examinations Council (MEC)'s portal www.mpm.edu.my.

4 TEST FEES

- (a) MUET test fees are as follows:

Registration fee	RM40.00
Subject fee	RM60.00
Total	RM100.00

Payment of fees must be made by purchasing MEC PIN number from Bank Simpanan Nasional (BSN) or through internet banking. For further information, please visit <http://online.mpm.edu.my>.

Note: **BSN will charge RM1.00 for every MEC PIN number purchased.**

- (b) Payment made will appear on the MUET Registration Slip (MUET/PP) for candidate's reference.
- (c) Every MEC PIN number purchased **will not be refunded** if the candidate fails to register within the stipulated deadlines and the MEC PIN number **cannot be used for the next session of MUET registration.**

5 METHOD OF REGISTRATION FOR MUET CANDIDATES

5.1 Candidates from Schools/Institutions

- (a) Registration of candidates from schools/institutions are made online via MEC's portal www.mpm.edu.my or <http://online.mpm.edu.my>.
- (b) The Examination and Evaluation Sector/Unit, State Education Departments must first update the details of schools/institutions which will be test centres before registration begins.
- (c) Principals of schools/institutions should submit the name of the school's/institution's Examination Secretary to the Examination and Evaluation Sector/Unit of the State Education Department and to the District Education Officers.
- (d) Briefings on online registration to Examination Secretaries of schools/institutions at district level are to be given by District Education Officers.
- (e) Schools/institutions may also obtain information on MUET registration from MEC's portal www.mpm.edu.my.
- (f) Schools/institutions are required to obtain a Username and Password from the Examination and Evaluation Sector/Unit, State Education Department to go into the online registration system. Schools' and institutions' Examination Secretaries are advised to download/print the School Manual from <http://online.mpm.edu.my> displayed on the school icon as reference before commencing the application of online registration system.
- (g) Principals of schools/institutions are required to instruct their Examination Secretaries to conduct registration by taking the following steps:

- (i) Update details of the school/institution in the online registration system.
- (ii) Fill in the registration information of their schools'/institutions' candidates who wish to sit for MUET.
- (iii) Identify candidates with disabilities in terms of vision impairment, physical disabilities, hearing or speech impairment and register them together with other candidates. **Notification** must be given that the candidates are special needs candidates and special consideration sought are as in **para 6**.
- (iv) Ensure that the MEC PIN number is adequately provided by candidates from schools/institutions who wish to sit for MUET.
- (v) Check that candidates' registration details on the MUET registration slip (MUET/PP) such as the spelling of names, identity card numbers and other information stated on the MUET/PP are correct, and update details if there are any amendments by candidates before the close of online registration for schools. MUET/PP can be used as proof that registration has been made to obtain candidates' MUET Registration Slips (MUET/D) (if candidates' information is not in the MUET/D checklist).
- (vi) Ensure that candidates' registration data are correct before the close of online registration at schools/institutions.
- (vii) Check the MUET Registration Slip (MUET/D) for candidates from schools/institutions.
- (viii) **PROMPTLY** inform the Examination and Evaluation Sector/Unit, State Education Department or the Malaysian Examinations Council if there are registered candidates whose details are not found in MUET/D.
- (ix) Comply with online registration deadlines and the submission of registration information/material/relevant registration documents as specified by the Examination and Evaluation Sector/Unit, State Education Department.

5.2 Private Individual Candidates

- (a) Registration of private individual candidates is made online through MEC's portal www.mpm.edu.my or <http://online.mpm.edu.my>.
- (b) Private individual candidates are advised to obtain information on MUET registration through MEC's portal www.mpm.edu.my and by referring to the **Private Individual Candidates Manual** which is displayed on the icon for private individual candidates at <http://online.mpm.edu.my>, for reference before starting the online registration system application.
- (c) Candidates may select the desired test centre during online registration but the choice of centres is subject to the approval of the Examination and Evaluation Sector/Unit, State Education Department. The State Education Department has the right to transfer private individual candidates to centres other than their choice.
- (d) Candidates with disabilities such as visual impairment, physical disabilities or hearing and speech impairment must also register online but **notification** must be given that these are special needs candidates and special considerations are sought as in **para 6**.

6 SPECIAL NEEDS CANDIDATES

- (a) Candidates with visual impairment, physical disabilities, hearing and speech impairment must inform the Examination and Evaluation Sector/Unit, State Education Department prior to **April 25, 2014** for MUET July 2014 session, and before **August 1, 2014** for the MUET November 2014 session.
- (b) Information about disability and special consideration requested must be submitted clearly in **MUET/C5** or **MUET/C6** form (**Amendment 2006**) (whichever is related) by the type of disability. Please attach a copy of the document as proof of disability such as a medical report, the Social Welfare Department card, and the principal's confirmation (if candidates are from schools/institutions). Special consideration is only given if **MUET/C5** or **MUET/C6** form (**Amendment 2006**) (whichever is related) is received by MEC.
- (c) MUET/C5 or MUET/C6 forms (Amendment 2006) can be obtained and printed from MEC's portal www.mpm.edu.my.

To obtain the relevant forms, please click the **MUET/C5** or **MUET/C6** form (**Amendment 2006**).

7 CANDIDATES' REGISTRATION SLIP (MUET/PP)

- (a) Details of candidates' preliminary registration can be checked from the Candidates' Registration Slip (MUET/PP). For candidates from schools/institutions, any amendments of the identity card number or the spelling of names are to be submitted to the school's/institution's Examination Secretary for changes to be made.
- (b) Private individual candidates must update their own registration details online, but the updates are limited to a maximum of **two times** only.

8 REGISTRATION DATES AND TESTS DATES

The [MUET 2014 Calendar](#) can be obtained and printed from MEC's portal www.mpm.edu.my.

9 CANDIDATES' INDEX NUMBERS AND TEST CENTRES

- (a) Index numbers for all candidates will be determined by the Malaysian Examinations Council. Candidates' index numbers will be stated in the MUET Registration Slip (MUET/D).
- (b) Placement of private individual candidates at a particular test centre is subject to the approval of the Examination and Evaluation Sector/Unit, State Education Department. The State Education Department has the right to transfer private individual candidates to other centres.
- (c) The Examination and Evaluation Sector/Unit, State Education Department may also transfer a school's/institution's candidates to other centres if it is considered that it is not economical in terms of the administration of the test to have only a few candidates in one centre. However, these considerations would take into account several factors such as geographical location and the background of the candidates in these schools/institutions. Discussions/consultations with Principals of the schools/institutions concerned are made before any action is taken.

10 MUET REGISTRATION SLIP (MUET/D)

- (a) The confirmation of MUET candidates' registration details will appear in the MUET Registration Slip (MUET/D) via MEC's portal www.mpm.edu.my **four (4) weeks** before the Speaking test date. If candidates' information is not available in MUET/D, please contact the Malaysian Examinations Council **IMMEDIATELY**. Candidates from schools/institutions are required to contact the Malaysian Examinations Council through the respective schools'/institutions' Principals.
- (b) Candidates should check the details listed in MUET/D, such as identity card number, spelling of name, index number, test centre, date and time of test. If there are errors, candidates are required to make changes on the MUET/D slips and return them to the Malaysian Examinations Council (for the attention of the Head of STPM and MUET Administration Division) through their respective principals of schools/institutions. Private individual candidates are required to send their slips direct to the Malaysian Examinations Council (for the attention of the Head of STPM and MUET Administration Division) before the first test begins. The amendment of information must also be brought to the attention of the Chief Invigilator at the test centre for his record in the Invigilation Record Book. Amendments will only be made on the MUET result slips which will be issued at a later date.
- (c) Candidates should ensure that their name and identity card number on the MUET Registration Slip (MUET/D) are correct. Candidates must use the same identity card number during the test. Any mistakes may lead to a misunderstanding with test invigilators and this will inconvenience candidates.
- (d) Candidates may check their registration status through the Short Messaging System (SMS) by typing **MUET<space>INFO<space>Identity Card Number and send to 15888**.

11 TRANSFER OF TEST CENTRES

- (a) Application for transfer from one test centre to another test centre will only be allowed if the reasons given by candidates are acceptable. Application for transfer to test centres within the same city is **not** allowed. Applicants must complete the **Test Centre Transfer Request Form (MUET/C2)** which can be obtained and printed from MEC's portal www.mpm.edu.my. Applications must be submitted to the Malaysian Examinations Council (for the attention of the Head of STPM and MUET Administration Division) through the Head of Examination and Evaluation Sector/Unit, State Education Department.
- (b) The test centre transfer fee is **RM25.00 and should be made by Postal/Money Order in the name of the Chief Executive of the Malaysian Examinations Council**. Payment will be refunded if the application is not approved.
- (c) The closing date for application for the transfer of test centre is **January 16, 2014** for the MUET March 2014 session, **May 30, 2014** for the MUET July 2014 session, and **September 19, 2014** for the MUET November 2014 session. The status of application for transfer of test centre can be checked at MEC's portal www.mpm.edu.my.

To obtain the **MUET/C2** form, please click [here](#).

12 WITHDRAWAL FROM THE TEST

- (a) A candidate who wishes to withdraw from MUET must fill in the **Candidate Withdrawal Form (MUET/C4)** which can be obtained and printed from MEC's portal www.mpm.edu.my. The completed form must be submitted to Malaysian Examinations Council together with a supporting letter **before** the candidate sits for the first MUET test paper.

- (b) The fee of a candidate who withdraws from the MUET test will not be refunded unless the candidate suffers from a prolonged illness (a letter of confirmation from a Medical Officer must be submitted) or a candidate who has passed away (a copy of the Death Certificate must be submitted by the beneficiaries), or a candidate obtains an offer to study at a local university (a copy of the letter of offer from the university must be submitted).

To obtain the **MUET/C4** form, please [click here](#).

13 MUET RESULTS

MUET results for candidates from schools/institutions will be sent to principals of schools/institutions through the Examination and Evaluation Sector/Unit, State Education Department. For private individual candidates, the results will be sent by post to candidates.

Candidates may also check their test results through MEC's portal www.mpm.edu.my or by SMS by typing **MUET<space>RESULT<space>Identity Card No. and send to 15888**.

14 ENQUIRY ABOUT MUET RESULTS

Candidates may make enquiries about MUET results. The charge for each enquiry is **RM70.00**. The closing date for enquiries is **one week** after the MUET results are released. More information on enquiries about MUET results can be obtained from MEC's portal www.mpm.edu.my.