



## ONLINE Verification of students' identity for ONLINE Entries.

**NOTE:** this section is **ONLY** applicable for participants who wish to utilise the Certificates and/or reports for any official academic purpose (eg. To apply for CCA points), please follow the following steps for verifications:

1. All performance videos shall be prepared as usual.
2. Students/Parents still enter and pay individually as usual.
3. **BUT** - All video files **MUST** be submitted officially by:
  - a. The School Administrator through their **official school's email**.
  - b. **OR** the School Teacher(s) through their respective **official school's email**.
  - c. The Email shall be a simple note indicating the following:
    - i. "I **[NAME]** teacher of **[Name of School]**, **[Address]** confirmed that I have view the respective student's entries video link and confirmed that the participants are correctly indicated in the spreadsheet attached.
    - ii. Include other alternative contacts – WhatsApp no. / personal email etc...
    - iii. Attached the spreadsheet

Full ID Name	Last 4 digit of ID	Video Link
Kamariah Binti Jusoh	5300	Youtube or Dropbox or any cloud file link.

4. A confirmation email shall be sent within 5 working days.
5. For all verified entries, there will be a "**Video Entry Verified**" indicated on both the certificate and report.
6. Assistance contact – [spaf@mworks.sg](mailto:spaf@mworks.sg) or **whatsapp** - +65 9651 3538

**Disclaimer:** please note that due to the change to 'ONLINE' format due to COVID-19, please check with the respective organisations to confirm recognition of the new format, to avoid complications.