

**From:** Dario Pirotta  
Director, MATSEC

**To:** College Principals  
Heads of School

**Subject:** VET Controlled Assessment Absenteeism and Synoptic/Appeals Registration

**Date:** 12<sup>th</sup> April 2023

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## 1. SEC Controlled Assessment Absenteeism

Kindly note that schools no longer need to fill in the Student Movements Form to indicate those candidates who were absent in the SEC Controlled assessment for an approved justified reason. As per Beginning of Year 2022-2023 Communication, these candidates should just have 'ABS' inputted as a mark for all criteria related to this assessment in their respective tracking sheet/s.

Evidence supporting the approved justification of candidates who are absent for the SEC Controlled assessment should be sent by the School to MATSEC on [matsec@um.edu.mt](mailto:matsec@um.edu.mt) by **Wednesday 24<sup>th</sup> May 2023**. The School, ID Card, Name, Surname, Subject, and Unit related to the candidates in question are to also be indicated in this email. We would appreciate if the subject of this email were to read 'SEC VET Absenteeism Evidence'. Only candidates whose evidence is received by this date will have their 2023 synoptic assessment mark (if they decide to sit for it) apportioned to replace their Controlled assessment mark.

As per usual practice, candidates who are absent for the SEC Controlled assessment for no approved justified reason are to have no marks entered for any criterion on the front sheet of this assessment within the tracking sheet, and their empty record just saved. This way, the total mark for this assessment will be automatically set to underscore (\_).

## 2. Registration for Unit Synoptics and Appeals

May we kindly ask you to remind all candidates that registrations for SEC and SEAC unit synoptics and appeals, as per Key Dates 2022-2023 Communication, will be accepted in person as follows:

**Dates:** *Normal:* From **Monday 7<sup>th</sup> August 2023** to **Wednesday 13<sup>th</sup> September 2023**

*Late:* **Thursday 14<sup>th</sup> September 2023** and **Friday 15<sup>th</sup> September 2023**

**Time:** **08:00 to 12:30**

<b>Fees:</b>	Synoptic Registration (Normal period)	Free
	Synoptic Registration (Late period)	€35 per Subject Unit
	Subject Appeal (Normal and Late period)	€35 per Subject Unit

Candidates studying in Malta are to submit the registration form (*Vocational Subjects Unit Appeals and Synoptic Form*), downloadable from our website (<https://www.um.edu.mt/matsec/ourfacilities>), in person at MATSEC. Candidates studying in Gozo are to submit the form in person at the Gozo University Campus in Xewkija. Please note that the Gozo University Campus will be closed on Monday 14<sup>th</sup> August 2023. The **registration form should be completed before** coming over to MATSEC or to the Gozo Campus, **ensuring that all details are correct** (including whether students are studying a SEC or a SEAC Subject Unit).

Legal guardians/parents can register on behalf of candidates, **presenting a copy of the candidate's ID Card/Passport together with their own ID Card/Passport and the registration form**. In such cases, the Guardian's Declaration (at the bottom of the form) should also be filled in.

Candidates who are currently in **Year 10 and Year 11** are required to present their **ID Card/Passport** both when registering for synoptic assessment/s and on the day of the actual exam/s.

Candidates who are currently in **Year 9** and who do not have an ID Card/Passport, are to present a **valid document which includes their Name, Surname and recent photo** (such as a Student Tallinja Card). Baby books, birth certificates, and any other documents which do not include their personal details and a recent photo shall **NOT** be accepted.

Individual timetables, including the specific day, the time, and the venue of each exam, will be sent in October by MATSEC to candidates who have applied for synoptic assessment/s. Any candidate who does not receive the timetable by the week of the synoptic session, which will be communicated to schools at the beginning of Scholastic Year 2023-2024, is kindly asked to contact MATSEC as soon as possible.

**Candidates who do not present the above-mentioned identification documents, together with their individual timetable, on the day of the exam will NOT be allowed to sit for the exam.**

Candidates are strongly encouraged to apply at the earliest possible.

Your collaboration in guiding candidates at this early stage as to what they need to do should they wish to register for unit synoptics and/or appeals, is highly appreciated. This will ensure that they have ample time to acquire the necessary information and identification documents, whilst being fully aware of the dates when they need to register.