



**L-Università
ta' Malta**

**MATSEC
Examinations Board**

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From: Mr Dario Pirotta
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Through: Mr Gaetano Bugeja
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To: College Principals
Heads of School

Subject: SEC Vocational Subjects

Date: 24th September 2018

1. Policy Document

The Policy Document is currently being updated and will be uploaded on the MATSEC website in the coming weeks. Schools will be notified when the updated version is available to download.

2. Results

As part of our quality assurance procedure a sample of the results submitted by schools at the end of the last scholastic year were checked against the results that were submitted by the external verifiers. Unfortunately a number of discrepancies were found. MATSEC will be forwarding the official results to schools. Schools are encouraged to check that the results match the results on the printed assignment brief front sheets and the results submitted by the external verifier through the signed external verification sheet. If any discrepancies are found MATSEC is to be informed by 26th October 2018.

3. Appeals and Synoptic Assessment

Registrations for appeals and synoptic assessments will be accepted at the MATSEC Support Unit or the Gozo Examinations Centre on Wednesday 3rd October and Thursday 4th October 2018 from 8:30 am - 12:00 pm and from 1:30 pm - 4:00 pm. More information about this process can be accessed through the following link: <http://www.um.edu.mt/matsec/regulations> In this regard students and their parents/guardians should be informed of the unit mark obtained before the date of registration. The synoptic assessment for all subjects will be held between Wednesday 31st October and Friday 2nd November 2018. Further details will be communicated to students at a later date.

4. Registration of new students

Students who will start studying a SEC Vocational subject the scholastic year 2018- 2019 are to register with the MATSEC Support Unit through the following link:

<https://www.um.edu.mt/matsec/applyvoc> between Tuesday 9th - Thursday 18th October 2018.

Late and very late application fees will apply following this period of registration.

Schools are requested to forward the list of students studying vocational subjects on the prepared template by Wednesday 31st October 2018. In this regard a template will be sent to all schools in the coming days. Only lists sent on this template will be accepted.

5. External Verification visits and Controlled Assessments

The first external verification visit will be carried out between Monday 25th March 2019 and Tuesday 16th April 2019. During the first external verification visit, external verifiers will follow up any essential actions that were indicated in previous reports and review the first corrected assignment for students who are studying any vocational subject. The external verifier will also verify the assignment brief of the second assignment. The second external verification visit will take place between Tuesday 4th June and Wednesday 19th June 2019. During this visit the external verifiers will review the second assignment and the controlled assessment for students who are either in Form 3 or Form 4. The controlled assessment of students in Form 5 will be reviewed in the same visit. Controlled assessments for Form 3 and Form 4 students are going to be held between Monday 20th May and Friday 24th May 2019. The exact dates will be communicated at a later date. The date of the controlled assessment of students who are in Form 5 will be held on Monday 8th and Wednesday 10th April 2019.

6. Access Arrangements

Students who wish to apply for access arrangements for the assessment of vocational subjects at SEC level need to apply by the end of January 2019. Students who require access arrangements for Specific Learning Difficulties (SpLD) and/or AD(H)D and/or Dyspraxia will need to present a full psychological report based on tests made at any time during their education, together with an assessment related to their area of difficulty carried out not earlier than the beginning of July 2018. Access arrangements granted on this basis will be given for all assessments, including SEC examinations for other subjects at Form 4 and Form 5. Students who do not present an updated report will not be eligible for access arrangements.

Access arrangements students applying for SEC examinations from Form 4 or Form 5 for subjects other than SEC Vocational should apply by the 17th November 2018 which is also the deadline for registrations for SEC examinations.