



From: Dario Pirotta
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To: College Principals
Heads of School

Subject: School-Based Assessment Marks

Date: 16 April 2025

MATSEC would like to thank all schools for their cooperation in submitting the School-Based Assessment (SBA) marks via the MATSEC Portal. We appreciate that this is the first year of the SEC assessment model.

Some schools have approached us as they may have made an error whilst inputting some marks. We would like to remind you that, although the submission period closed last Thursday and candidate marks are no longer visible under 'School Continuous Assessment', schools may still check the marks they submitted. Please, also note that the Import function is now closed.

If you wish to check the marks submitted:

1. Go to **Reporting** on the MATSEC Portal
2. Select **Continuous Assessment Report**
3. **Open** the report and **Export** to Excel
4. In Excel, use **filters** to check for any candidates without a mark or level, and identify the relevant subjects
5. You may also wish to cross-check the list of students and marks with your internal records.

Schools are requested to contact MATSEC on matsec@um.edu.mt at their earliest should they notice of any errors in their submission. Please note that **after the 30th April**, the full administrative fee of **€70 per mark change** will apply.

Thank you once again for your continued collaboration and support.
