



From: Dario Pirotta
Director, MATSEC

To: College Principals
Heads of School

Subject: Vocational Subjects - March external verification visit

Date: 17th February 2022

The March external verification visit of vocational subjects delivered at your school is due to be held between Monday 28th February and Friday 18th March 2022.

The external verifier/s assigned to your school are in the process of contacting you to coordinate the actual date of the visit. They shall also be forwarding the Student Movements Form which is to be filled in for each subject before the visit so that it can then be relayed back to MATSEC.

We kindly ask the school to upload the internally verified documents related to Assignment 1 and 2 – as listed below – for each Vocational Subject, Programme (SEC and SEAC), and Unit, using this link <https://www.um.edu.mt/matsec/schoolsupload>. These documents will be strictly used for external verification purposes only and should be uploaded at least **1 week** before the external verification visit.

Files to be uploaded separately, or merged in one document, for each Unit:

Schools offering SEC and SEAC	Schools offering only SEC
<ol style="list-style-type: none">1. Assignment Brief 22. Marking Scheme3. Observation Sheet	<ol style="list-style-type: none">1. Assignment Brief 1 and 22. Marking Schemes of Assignment 1 and 23. Observation Sheets of Assignment 1 and 2

Please do not hesitate to contact us should you require any clarifications.
