



**L-Università  
ta' Malta**

**MATSEC  
Examinations Board**

University of Malta  
Msida MSD 2080, Malta

Tel: +356 2340 2814/5/6  
matsec@um.edu.mt

[www.um.edu.mt/matsec](http://www.um.edu.mt/matsec)

**From:** Dario Pirotta  
Director MATSEC

**To:** College Principals  
Heads of School

**Subject:** Reporting functions on MATSEC registration Portal

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A reporting functionality has been added for schools in the MATSEC Registration Portal. This will allow schools to generate reports instantaneously. To generate reports, a school staff must be registered on and logged in the MATSEC Portal. Please follow the steps that follow:

- On the menu on the left-hand side, click 'Reporting'.
- Click 'open' next to the desired report (right-hand side).
- Select filters from the dropdown menus.
- Click 'Run Report' to generate the report on the screen **or** 'Export' to download the report as a .csv file.
- Once opened with Excel, you can add filters as required.

Please note that updated timetables for the 2024 examination sessions have been uploaded on the MATSEC website. The timetables are for both Main/First and Supplementary/Second examination sessions, allowing candidates to plan well-ahead any other activity.

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