

From: Mr Dario Pirotta
Director, MATSEC

To: College Principals
Heads of School

Subject: SEC and SEAC Vocational Subjects – Beginning of Year 2022-2023

Date: 29th September 2022

1. Unit Appeals and Synoptic Registration

A list of candidates who did not pass VET SEC/SEAC units assessed last year was included with the results sent to schools on the 15th of July 2022. Candidates who are eligible for a synoptic are to be reminded again of the result obtained, and directed to submit their filled-in [Application Form](#) as per below should they wish to register:

Dates: Ongoing from **Monday 1st August** till **Friday 7th October 2022**
Late registrations will only be accepted on Monday 10th October 2022

Time: Monday through Friday in-person
at MATSEC **or** at UM Gozo Campus Xewkija (for Gozo-residing candidates)

1 st August to 30 th September	08:00 to 13:00
1 st October onwards	08:00 to 12:30 and 13:30 to 16:00

Fees: Synoptic Registration (Normal period)	Free
Synoptic Registration (Late)	€35 per Subject
Subject Appeal (Normal and Late period)	€35 per Subject

The required identification documents should be presented, as per details provided on our webpage <https://www.um.edu.mt/matsec/timetables/vocationalsynopticcassessments>.

The appeals and synoptic registration period for the 2023 examination session will extend from August to September 2023. The specific dates will be published as part of MATSEC's Key Dates at a later stage.

2. Synoptic Session 2022

Synoptic assessments for all subjects will be held **from Friday 28th October 2022 to Wednesday 2nd November 2022**. Timetables, including the index number, specific day, venue, and starting time of each exam, will be sent by post to candidates later in October. Candidates who do not receive their timetable by the week of the synoptic session are kindly asked to contact MATSEC in due time.

Candidates who are 14 years of age or older should ensure that they present their ID Card or Passport, together with their timetable, on the day of their synoptic session. Younger candidates should present any other identification document that includes their photo (e.g. Passport, Student Card, etc.).

Schools are to inform candidates sitting for their SEC or SEAC Engineering Technology synoptic assessment that they may need to use a non-programmable calculator, ruler, compass and protractor in carrying out their exam.

3. Year 9 Students' Registration

Schools are kindly requested to register Year 9 SEC and SEAC vocational subjects' candidates in the 2022-2025 cohort through the online portal (um.edu.mt/matsec/register) following the same procedure used last year. Detailed instructions are also available on the same web page.

Additionally, an optional online support meeting for Heads of School will be held on **Friday 14th October 2022 at 09:00 hrs**. Registration for this meeting can be done through the following link: <https://universityofmalta.zoom.us/j/9123456789>.

Please contact us at your earliest possible if there are any changes in user details of members of staff who will access the online system. The compiled Excel sheet data should be imported through the online system **between Monday 17th and Monday 31st October 2022**. Late and very late application fees will apply following this registration period.

Late applications will be received in-person by candidates at MATSEC **between Thursday 3rd November and Wednesday 9th November 2022**. This [Application Form](#) should be used in such cases and submitted together with the payment (in cash, or cheque payable to the "University of Malta").

4. Access Arrangements

Schools are to apply on behalf of their students for access arrangements for the assessment of SEC and/or SEAC vocational subjects by **Tuesday 31st January 2023** through the same online system referred-to above. For the registration to be completed, 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 January 2022. Access arrangements granted on this basis will be given for all vocational assessments across all years, and examinations in all other subjects. Students who do not present an updated report will not be eligible for access arrangements.

5. Tracking Sheets

Last year's Tracking Sheets should not be used during this scholastic year. A new set of Tracking Sheets for each cohort shall be forwarded to schools at a later stage. These are to be used for each cohort of students. The files shall include a list of all students registered for vocational subjects.

MATSEC's support should be sought in situations where late registrants need to be added to the existing list of students.

Once again, the following aspects in terms of awarding marks need to be emphasised:

- 1) An **underscore (_)** should be inputted for any criterion which has not been attempted or submitted. If an entire assignment has not been submitted/attempted, then the total mark should indicate an underscore too.
- 2) A **zero (0)** mark should denote an attempt which did not satisfy the criterion requirements. This also applies in cases where candidates return an empty assignment sheet with no answers or valid work.
- 3) In the SEC controlled assessment, **ABS** should only be inputted as a mark in all criteria for students who were absent for an approved justified reason. In such instances, supporting evidence should be sent by e-mail to MATSEC before the June External Verification visit.

6. Front Sheets and Assessor's Feedback

As of this scholastic year, a revised Front Sheet template is being provided. This need to be printed only once for each assessment to include the related common details, and then simply photocopied/reproduced with the rest of the assignment brief following internal verification, rather than being printed one by one for each candidate. During marking of candidates' work, the mark achieved in every criterion would then just need to be noted on the front sheet and reflected in the respective tracking sheet. The template file is being enclosed for immediate use, while an example is hereby illustrated for reference purposes.

Over the years, it has been observed that the majority of assessors already provided written feedback on candidates' work during the marking process, and then replicated these comments electronically in the tracking sheets provided at the time. This practice of submitting electronic feedback through tracking sheets is being discontinued for all units starting from this scholastic year. Hence, assessors may now choose to include such written feedback either on the students' printed work or in the space provided on the hard-copy front sheet, as long as this is adequately provided and available for verification.

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ASSESSMENT FRONT SHEET											
SUBJECT	SEC Hospitality	UNIT	1								
ASSESSMENT NO.	1	ASSIGNMENT TITLE	Travelling around the World								
CLASS/GROUP	Group 9 - Yellow	DATE SET	02-Nov-2022								
STUDENT ID		DATE DUE	30-Jan-2023								
NAME & SURNAME											
DECLARATION OF AUTHENTICITY											
I, the undersigned, declare that all the work I shall submit for this assignment will be my own.											
I further certify that if I use the ideas, words, or passages from existing sources, I will quote those words or paraphrase them and reference them by making use of a reference system.											
I am aware that should I submit work which is not mine, or work which has been copied from one or more sources, I will be penalised as per MATSEC Examinations Board policies related to plagiarism.											
Student's Signature: _____		Date: _____									
CRITERIA	K1	K2	C2	A1	A2	-	-	-	-	-	TOTAL
MAXIMUM MARK	4	4	8	10	10	-	-	-	-	-	
MARK ACHIEVED											
ASSESSOR'S FEEDBACK (When necessary, over and above the comments left during marking)											
	NAME AND SURNAME		SIGNATURE		DATE						
TEACHER / ASSESSOR Confirmation of Mark	Ms Jessica Zammit										
INTERNAL VERIFIER Assignment Brief Approval	Mr John Doe				21-Oct-22						
INTERNAL VERIFIER Assessment Decision Approved (if sampled)											
STUDENT'S SIGNATURE Upon receiving marks and feedback on corrected work											

The above indications supersede the related clauses in the SEC and SEAC 2019 Policy Documents currently in force for the running cohorts.

7. Internal Verification of Briefs and Assessment Decisions

As of this scholastic year, the use of forms to document the internal verification of briefs and the internal verification of assessment decision processes, shall be discontinued. Instead, these processes will be confirmed as follows:

- Internal Verification of Assignment Briefs:* After agreeing to the final version of the assignment brief and all related documents (such as the Front Sheet, Marking Scheme, etc.) – and seeing that any issues have been rectified and necessary changes carried out in consultation with the teacher – prior to the assignment being issued, internal verifiers are to sign and date the related front sheet indicating their approval. This signed front sheet, as described earlier, will then be the one photocopied/reproduced for all candidates.
- Internal Verification of Assessment Decisions:* After agreeing to the marks of the sampled assessments as written on the front sheet and recorded in the tracking sheet – and seeing that any issues have been rectified and necessary changes carried out in consultation with the assessor – prior to the assessment material being handed to students for feedback, internal verifiers are to sign and date only those front sheets of candidates whose work has been sampled indicating their approval.

The above indications supersede the related clauses – in terms of documentation – as specified in the SEC and SEAC 2019 Policy Documents currently in force for the running cohorts.

8. Syllabi

The 2023 and 2024 SEC and SEAC syllabi have been updated to include an addendum that reflects the reduction in Unit 3, as communicated on the 19th September 2022. The most recent syllabi versions should be referred to at all times, particularly in the course of preparing and verifying assessments.

9. External Verification Visits

The following External Verification visits are planned for 2023:

Qualifications Offered	Number of Visits	January Visit	March Visit	June Visit
Schools offering both SEC and SEAC OR SEAC only	3	Monday 9 th January – Friday 27 th January	Wednesday 1 st March – Friday 24 th March	Monday 29 th May – Wednesday 14 th June
Schools offering SEC only	2	N/A	Wednesday 1 st March – Friday 24 th March	Monday 29 th May – Wednesday 14 th June

Schools are to upload the internally verified assignment briefs and any related documents (Marking Scheme, Observations Sheets, etc.) through our portal (<https://um.edu.mt/matsec/schoolsupload>) by the following dates to facilitate the EV process:

Assignment 1: **Monday 19th December 2022**

Assignment 2: **Friday 24th February 2023**

The necessary material should be prepared by the school in relation to all running units and qualifications offered, and made available to ensure the proper running of each visit which shall focus on the following aspects:

January Visit:

- 1) Previous-visit EV Report.
- 2) Assignment 1 briefs and any related documents.
- 3) Assignment 2 briefs and any related documents (only applicable in instances when the IV process has already been concluded).

March Visit:

- 1) Previous-visit EV Report.
- 2) Assignment 1 briefs and any related documents.
- 3) Assignment 1 students' work after the internal verification of assessment decision process has been concluded.
- 4) Tracking Sheets complete with Assignment 1 marks.
- 5) Assignment 2 briefs and any related documents.

June Visit:

- 1) Previous-visit EV Report.
- 2) Assignment 2 students' work after the internal verification of assessment decision process has been concluded.
- 3) Controlled assessment students' work (except for SEAC Unit 3) after the internal verification of assessment decision process has been concluded.
- 4) Tracking Sheets **locked during the previous visit** complete with all assessment marks.

10. Controlled Assessments

Controlled assessments will be held during the following periods:

SEC Unit 1 and Unit 2	
Monday 8 th May to Thursday 18 th May 2023	Specific dates will be communicated at a later stage

SEC Unit 3	
Tuesday 18 th April 2023	Information Technology
Wednesday 19 th April 2023	Retail
Thursday 20 th April 2023	Hospitality
Friday 21 st April 2023	Media Literacy Education
Monday 24 th April 2023	Health and Social Care
Tuesday 25 th April 2023	Engineering Technology Hairdressing and Beauty
Wednesday 26 th April 2023	Agribusiness Fashion and Textiles

SEAC Unit 1 and Unit 2	
Monday 17 th April 2023	Issue of controlled assignments for all subjects on our website
Monday 17 th May 2023	Deadline for submission of controlled assignments for all subjects

May we remind SLT members that MATSEC should be informed immediately of any issues or irregularities encountered during the preparation (such as the provision of access arrangements for entitled students) and the actual running of controlled assessments (such as student malpractice).

11. Student Movements

Schools are to immediately communicate to MATSEC **using this online form** (<https://forms.gle/XSLxstQJp428uWbt6>) any transfer and/or resignation of students in their cohorts throughout the year. This will enable MATSEC to affect any required changes in due time and set up the necessary logistics to ensure a smooth conduct of controlled assessments.

We take this opportunity to wish the best of luck to all educators and students at the beginning of this scholastic year, while thanking you for your cooperation.