



L-Università
ta' Malta

MATSEC
Examinations Board



School's Guide to the MATSEC Portal

2026

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A. Managing School Staff

Types of School Staff

A.1 There are five different school roles within the MATSEC Portal.

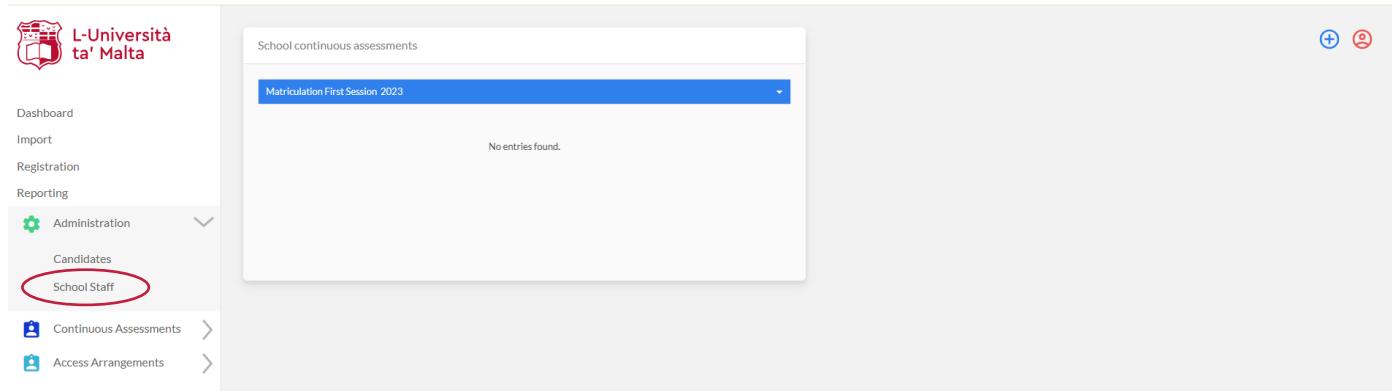
- A.1.i Head of School: Access to all available school functionalities on the system and to reports generated by the system (including import and submission of Form A).
- A.1.ii Administrator: Access to all available school functionalities on the system (including import and submission of Form A).
- A.1.iii SENCO: Access to import functionality and submit Form A for candidates requiring examination access arrangements.

How to Create School Staff

A.2 Access the MATSEC Portal through the link on www.um.edu.mt/matsec/register.

A.3 Login using your EID credentials. Any issues relating the e-ID should be tackled by Identità on <https://identita.gov.mt/>

A.4 Click on 'Administration' and select 'School Staff' on the menu on the left-hand side.



A.5 A list of School staff will be displayed. Click on "Create New User".

A.6 Fill in the details of the School Staff. The following are required:

- A.6.i Name
- A.6.ii Surname
- A.6.iii ID Card (the format must be 0123456L)
- A.6.iv Date of Birth
- A.6.v Status
- A.6.vi The school (selected from drop-down list)
- A.6.vii The Role (Head of School, Administrator, or SENCO as detailed in the previous section)
- A.6.viii E-mail address (under the Contact Info tab)

New user

Particulars Contact Info Candidates

Title: Ms. Legal name: Legal surname: Date of birth: 13-10-2021

ID Card: 0 Gender: Male Female

Employment Information

School: Archbishop's Seminary Rabat Role: Head of school

Create

A.7 Proceed to 'Create' the user.

How to View Created Staff

A.8 To view the new User, click on 'Administration' and select 'School Staff'.

A.9 The new user should be in the list together with the associated school.

B. Generating Reports

- B.1 In the portal, on the menu of the left hand side, click '**Reporting**';
- B.2 Click 'open' next to the desired report (right hand side);
- B.3 Select filters from the dropdown menus according to your search query;
- B.4 Click 'Run Report' to generate the report on the screen or 'Export' to download the report as a csv file (Excel enabled file);
- B.5 Once opened with Excel, you can add filters or do other changes as required.

C. Importing Continuous Assessment Information on the MATSEC Portal

- C.1 There are two methods which you can enter the continuous assessment marks in the system:
 - C.1.i Through the Portal Itself or
 - C.1.ii Importing an excel sheet with the data
- C.2 Candidates' work (files) can only be uploaded on the Portal through the Portal itself (not by import).
- C.3 The methods are not mutually exclusive, so that one can upload part of the assessments through an excel sheet and continue through the portal or vice versa. However, if you upload an excel with parts of the assessment that have already been inputted onto the system, the system will overwrite all the data and take the last import as the proper data.
- C.4 This information is required for import:
 - C.4.i Candidate's ID card
 - C.4.ii Candidates' Date of Birth
 - C.4.iii School

C.4.iv Session

C.4.v Subject

C.4.vi Assessment type

C.4.vii Mark

C.4.viii Level

Entering Continuous Assessment Information through the Portal

C.5 Click on '**Continuous assessments**' found on the menu of the left-hand side.

C.6 Press on '**School Continuous Assessments**'.

C.7 A list of subjects you will show up. Pressing on each subject will take you to the screen where you can input the data required.

C.8 In the case of SEC, there will be three tabs, namely, School Based Assessment 1/2/3 respectively. Once you input the mark and choose the level, you can click save.

Uploading Candidates' Work on the Portal

C.9 In the same space as above, the option to '**Upload Work**' is available next to each mark and level inputted. Click on this and select the file to be uploaded for each candidate.

C.10 One file is accepted for one candidate. If the candidate's work consists of different files, these can be uploaded as one zipped (compressed) file.

C.11 Click '**Save**' to save your work.

Candidate	Mark	Level	Upload work
Student A ID XXXX			
Student B ID XXXX			
Student C ID XXXX			
Student D ID XXXX			

Importing excel sheet

C.12 If you are going to upload an excel sheet onto the portal, on the menu of the left-hand side, click '**Reporting**'.

C.13 Press on open in Candidates report.

C.14 Choose the subject (which can be All Subjects) and the session.

C.15 Click export.

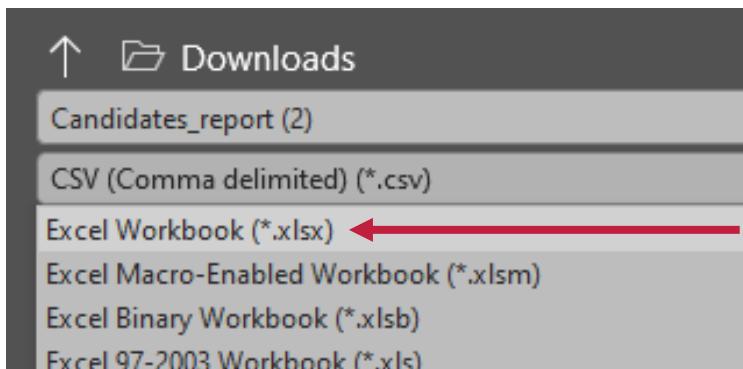
C.16 Open the file in Excel and input the following:

C.16.i In type you should input whether it is School Based Assessment 1, School Based Assessment 2 or School Based Assessment 3.

C.16.ii In the Level you should input whether it is Lv 1-2 or Lv 1-2-3.

C.16.iii In the Mark you should input the mark.

C.16.iv Once the excel sheet has been fully filled in, save the filetype as xlsx.



C.16.v Back in the portal, press on 'Import' and choose continuous assessment.

C.16.vi Upload the file and map the columns accordingly.

C.16.vii Press on Next and the system will check that all data inputted is correctly mapped.

C.16.viii Once this check is done, you can finish the import and all the data will be reflected in the 'Continuous Assessment' section of the portal.

C.17 See the section **More Information on Imports** in this document if you require specific information about fixing import errors or tips to use MATSEC templates in Excel.

Checking Continuous Assessment Information through the Portal

C.18 If the period to upload your SBAs is still open, you can check the continuous assessment through the Continuous Assessment -> School Continuous Assessment Section (from the left-hand side menu)

C.19 When you enter this, the list of subjects together with the number of students assigned to the subject can be seen.

C.20 The status for the subject will remain 'pending school' until the period closes and not until the school submits the marks.

C.21 You can press on a subject and on the right-hand side, the submission checklist will crop up showing how many students still have their marks missing. If the submission checklist is not shown, you can press on the



checklist button for the submission checklist to show.

C.22 Another way to check if the information entered is correct is by clicking on 'Reporting' found on the menu of the left-hand side.

- C.23 Press on 'Continuous Assessments'.
- C.24 Choose the Session and Subjects as needed.
- C.25 Press on Run Report.
- C.26 A list of all students already uploaded/inputted into the system shows up on the screen.
- C.27 If you wish to see this list on an excel, you can press on export instead of Run Report.
- C.28 In Excel, use filters to check for any candidates without a mark or level, and identify the relevant subjects

D. Registering Students for Exam Access Arrangements

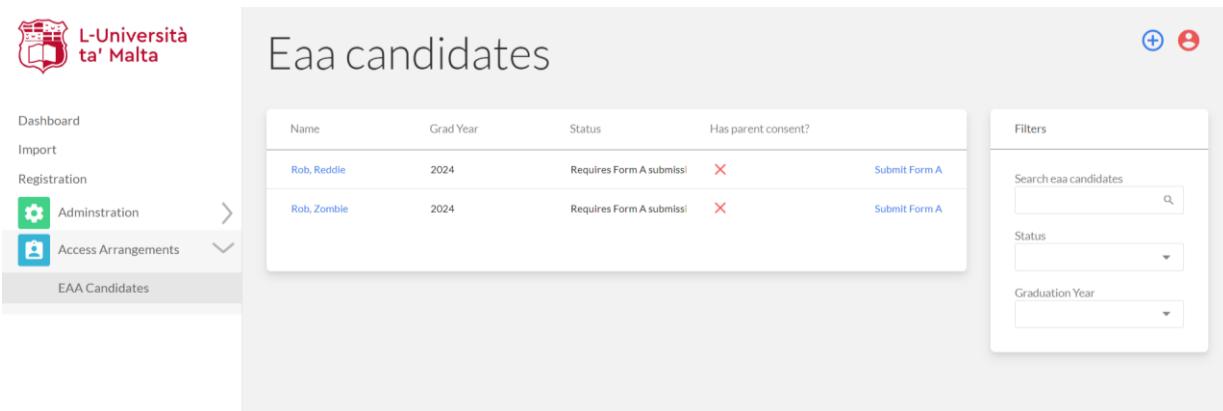
Exam Access Arrangements (EAA)

- D.1 A candidate is registered for Examination Access Arrangements when:

- D.1.i Form A has been submitted for the candidate; and
 - D.1.ii Any other required documentation or reports have been submitted, depending on the candidate's condition.

Submitting Form A for EAA for registered Candidates

- D.2 Only school staff acting as Head of School, Administrator, or INCO/SENCO on the MATSEC Portal may submit Form A for their school candidates.
- D.3 Access the MATSEC Portal through: <https://www.um.edu.mt/matsec/register/>.
- D.4 On the menu on the left-hand side, click 'Access Arrangements' and then 'EAA Candidates'. A list of school candidates registered for EAA will be visible (image below).



Name	Grad Year	Status	Has parent consent?	
Rob, Reddie	2024	Requires Form A submissi		Submit Form A
Rob, Zombie	2024	Requires Form A submissi		Submit Form A

- D.5 If a candidate is not on this list, they need to be imported (please see relevant instructions and template on <https://www.um.edu.mt/matsec/register>). No subjects need to be specified in this case.
- D.6 Click 'Submit Form A' next to the candidate whose form you want to submit.
- D.7 Fill in the required information.

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School Declaration

Condition *
SplD/dyslexia

The Registrant/School confirms that the necessary consent to provide information on behalf of the candidate named on this sheet has been obtained from the Parents/Legal Guardians of the candidate. *

Yes

Enrollment Period *
05-10-2020 06-06-2024

Statement

File Edit View Insert Format Table

Background color

Insert your statement here.

School Exam Access Arrangements

Communicator

Reader Pen

Prompter

Personal Assistant

Word Processor

Assistive Technology

Room with a Few Candidates

Practical Assistant

Enlarged Paper from A4 to A3

Seating In Front

Extra Time

Relative on call

Extra time (supervise rest break/settling down period)

Permission to Eat

Inform Oral Examiner about the Condition

Live Speaker During the Listening Comprehension

Cancel Save

D.8 To attach evidence or reports to the form,

- D.8.i click 'Add evidence record' under Evidence;
- D.8.ii Select the type of evidence from the drop-down menu;
- D.8.iii Press the paper clip icon next to Attachment to browse a file to upload;
- D.8.iv To remove an evidence, press the X next to the evidence.

Evidence

Evidence *
Updated Literacy Report

Attachment *

Add evidence record

Cancel Save

D.9 Click 'Save'.

- D.10 You will be redirected to the list of candidates. The 'Submit Form A' option next to the candidate will no longer be visible.
- D.11 Should a new Form A need to be submitted for a specific candidate, all documents and evidence attached to the Form A will also be lost and would, therefore, need to be reuploaded again.

Importing Year 9 and Year 10 Candidates on the MATSEC Portal

Creating an Excel file with the Candidate Information

D.12 Download the Excel template provided by MATSEC from: <https://www.um.edu.mt/matsec/register/>

D.13 Enter data in each column according to its title:

- D.13.i Name
- D.13.ii Surname
- D.13.iii ID Card – This must be in the format of seven numbers and a letter (1234567A). Any 0s at the beginning must be included. Candidates without a Maltese ID card or residence document cannot be

imported. Please find instructions on how to register these candidates here:
<https://www.um.edu.mt/matsec/register/>

D.13.iv Date of Birth – This must be in the format dd-mm-yyyy.

D.13.v School – Choose this from the drop-down menu.

D.13.vi Session – The session indicating the year of final assessment. The first two entries in this column have been filled already. Select them both, then click the lower right of the selection and drag to the last candidate. This will automatically fill the column.

Name	Surname	ID Card	Date of Birth	Email Address	School	Session	The Registrant/Scholar I have read and agree to the terms and conditions of the application	The candidate requires the following documents	Location	Subject 1	Subject 2
Name 1	Surname 1	0000001M	00-00-0001	test@um.edu.mt	Test School	Main Session 2026	Yes	Yes	Malta	SEC AGRIBUSINESS	
Name 2	Surname 2	0000002M	00-00-0001	test@um.edu.mt	Test School	Main Session 2026	Yes	Yes	Malta	SEC AGRIBUSINESS	
Name 3	Surname 3	0000003M	00-00-0001	test@um.edu.mt	Test School	Main Session 2026	Yes	Yes	Malta	SEC AGRIBUSINESS	
Name 4	Surname 4	0000004M	00-00-0001	test@um.edu.mt	Test School	Main Session 2026	Yes	Yes	Malta	SEC AGRIBUSINESS	
Name 5	Surname 5	0000005M	00-00-0001	test@um.edu.mt	Test School	Main Session 2026	Yes	Yes	Malta	SEC AGRIBUSINESS	
Name 6	Surname 6	0000006M	00-00-0001	test@um.edu.mt	Test School	Main Session 2026	Yes	Yes	Malta	SEC AGRIBUSINESS	
Name 7	Surname 7	0000007M	00-00-0001	test@um.edu.mt	Test School	Main Session 2026	Yes	Yes	Malta	SEC AGRIBUSINESS	

D.13.vii Parental Consent – Confirmation that the school has the necessary consent from Parents/Legal guardians to register the candidate for MATSEC assessments. Must be ‘Yes’ for each candidate to be imported.

D.13.viii Privacy Policy – Confirmation that students have been informed how their data will be used by MATSEC (as stated in MATSEC Privacy Notice). Must be ‘Yes’ for each candidate to be imported.

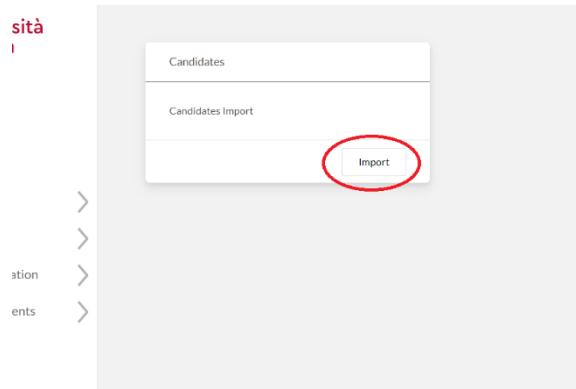
D.13.ix EAA – Confirmation that the students have been informed that Form A and any additional documentation would need to be submitted to register for Examination Access Arrangements (if required). The first two entries in this column have been filled already. **This must be set to ‘Yes’ for all candidates.**

D.13.x Location – select whether candidate will sit for MATSEC written controlled or synoptic assessments in Malta or Gozo.

D.13.xi Subject – Examination Access Arrangements

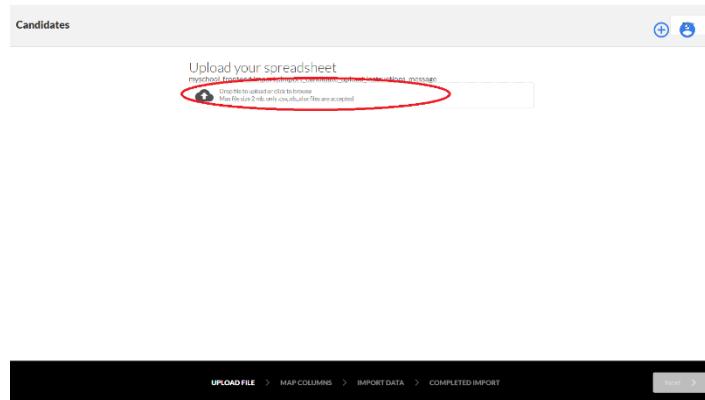
Importing the Excel file on the MATSEC Portal

- D.14 Access the MATSEC Portal through: <https://www.um.edu.mt/matsec/register/>.
- D.15 Click on 'Import' from the menu on the left-hand side.
- D.16 Click on 'Import' from the Candidates Window.



D.17 Click on the Upload File button.

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The screenshot shows the 'Candidates' section of the MATSEC Portal. At the top, there is a button to 'Upload your spreadsheet' with a message: 'Upload your spreadsheet. You can upload a maximum of 100MB. Only Microsoft Excel (.xls) and (.xlsx) files are accepted.' A red circle highlights this message. Below the upload button, there is a progress bar showing '0%'. At the bottom of the page, there is a navigation bar with links: 'UPLOAD FILE', 'MAP COLUMNS', 'IMPORT DATA', and 'COMPLETED IMPORT', followed by a 'Next' button.

D.18 Browse to the file location, select the file and click 'Open'. After the file has been uploaded, click 'Next'.

D.19 Map the columns in the excel (highlighted in red) to the correct field (highlighted in blue) of the drop-down menu.



The screenshot shows the 'Map Columns' page. It displays a list of columns on the left and a list of fields on the right, each with a 'Select Mapping' dropdown menu. A red oval highlights the list of columns, and a blue oval highlights the list of fields. The columns listed are: Name, Surname, P Card, Date of Birth, Email Address, School, Session, Location, Subject, and Subject 2. The fields listed are: Select Mapping, and Select Mapping.

D.20 Click 'Next' after finishing the mapping.

D.21 The system will start to validate personal details and import the data. Please wait.

D.22 Imported candidates will be visible in the EAA Candidates list where one may submit Form A for them.

D.23 See the section **More Information on Imports** in this document if you require specific information about fixing import errors or tips to use MATSEC templates in Excel.

The confirmation email

D.24 All successfully imported candidates will receive a confirmation email from MATSEC, showing their personal details and subjects they have been registered for.

D.25 The school will receive each of the imported candidates' confirmation email on its official email address as provided to MATSEC.

D.26 For imported candidates, the following details will not show in the confirmation email because they have not been requested at this stage. Candidates will be asked to provide these details at a later stage closer to their final result (subject Grade):

D.26.i Address;

D.26.ii Mobile number;

D.26.iii Results by SMS;

D.26.iv Sex.

E. More information on Imports

Reviewing/Fixing Data

- E.1 Candidates with incorrect details may not be imported. Until all issues are sorted, the 'Publish All' button will be greyed out and disabled.
- E.2 Errors may be rectified by clicking on the incorrect data and manually changing it, or by changing it in the Excel file and reuploading it (see Section E of this document).
- E.3 Click on 'Validate' after sorting the issue/s so that the system rechecks the data.
- E.4 If some data may not be corrected, the candidate may be removed and imported at a later stage.

Credential Errors

- E.5 An exclamation mark will appear at the beginning of the row if any personal details are incorrect: Name, Surname, Date of Birth, and ID Card Number.
- E.6 The system will not specify which of these fields is incorrect.
- E.7 If a candidate is not a valid Maltese ID Card holder and is registering with a foreign passport or other document, you should contact MATSEC on registrations.matsec@um.edu.mt.

School/Session Errors

- E.8 An exclamation mark will appear next to incorrect details.
- E.9 School and subject names as in the MATSEC system must be used.
- E.10 Schools must have indicated that they shall be offering the subject to MATSEC. If the subject is not associated with the school, MATSEC should be contacted.

Deleting a Candidate from the List

- E.11 Tick the checkbox at the beginning of that candidate record and the 'Delete selected' button will be available.
- E.12 The row of that candidate will become greyed out and the tick-box will be unavailable.

Deleting and Re-uploading the File

- E.13 An uploaded file which has not been imported must be deleted before a new file may be uploaded.
- E.14 Click on the 'Import' button on the menu on the left-hand side. The system will inform the user that a previous file was in the process of being imported.
- E.15 Click on the 'Delete' button and confirm by clicking 'Delete' in the window that pops up.
- E.16 Click on the 'Import' button on the menu on the left-hand side to start a fresh process.

Checking the Excel file against Imported Data (after the process)

- E.17 The import excel sheet has an optional feature to check whether all candidates have been imported.
- E.18 After having imported the candidates, you can proceed to issue a report on the MATSEC Portal by clicking on

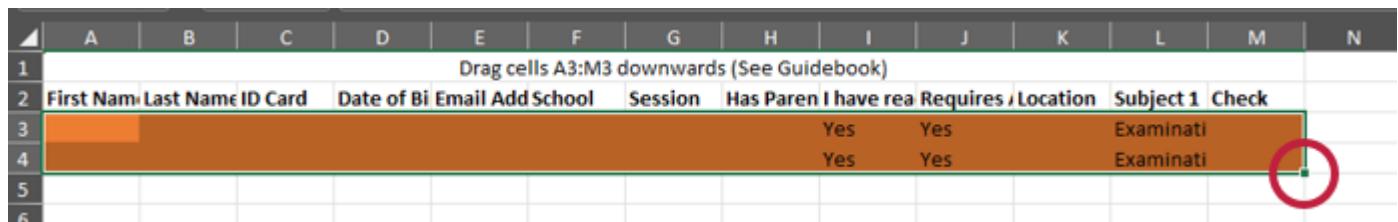
- E.18.i Reporting on the left hand side menu;
- E.18.ii Open next to Candidates Report;
- E.18.iii Choose the session;
- E.18.iv You may or may not choose the subject. For year 9 and 10 candidates, the only possible 'subject' on the MATSEC Portal is Examination Access Arrangements;
- E.18.v Export to save the generated report on your computer.

E.19 Open this file in Excel – Select all the data (all the cells that are filled up) and copy them.

E.20 Open the import file that you used to import your candidates.

E.21 In the 'Paste Student Report Here' sheet, paste the data starting in Cell A2.

E.22 In the 'To check from report' sheet, select the Orange Cells (A3 till M4) and drag down until you reach the row of the number of students you imported + 1 (i.e. if you imported 15 candidates, you should drag until row 16).



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Drag cells A3:M3 downwards (See Guidebook)													
2	First Name	Last Name	ID Card	Date of Birth	Email Address	School	Session	Has Parental Consent	I have read the Requirements	Location	Subject 1	Check		
3								Yes	Yes		Examination			
4								Yes	Yes		Examination			
5														
6														

E.23 Press on this to drag down until you reach the row of the number of students you imported + 1. This means that, if for example, your 'MATSEC Import Sheet' finishes in Row 44, you should drag till Row 45 in this case.

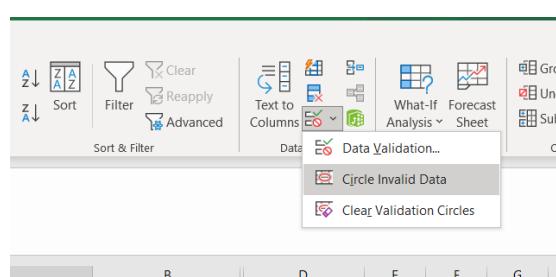
E.24 This sheet will highlight all candidates which have not been imported in red. You are asked to reimport these candidates and retry the process once again.

Useful Microsoft Excel Tips

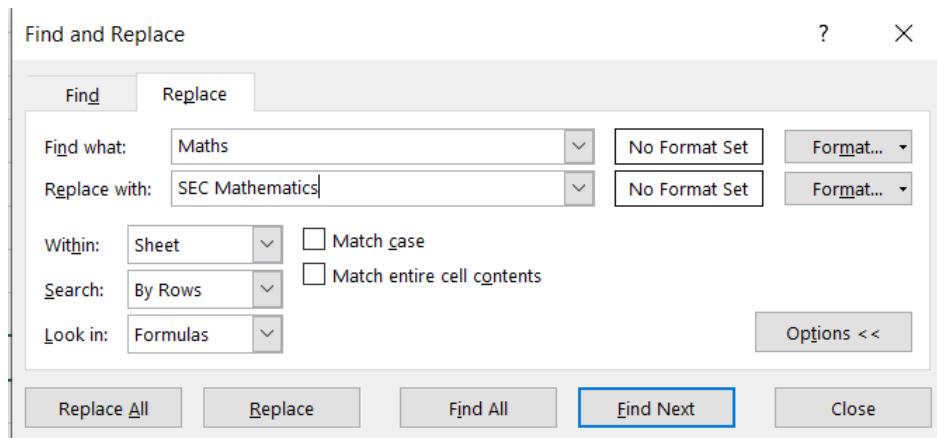
E.25 If pasting information in an excel file,

- E.25.i always paste as values (right click > paste > paste as values);
- E.25.ii do not use shortcuts on the keyboard;
- E.25.iii do not cut and paste (only copy and paste as values).

E.26 Information which is copied and pasted overrides any validation rules in the Excel file. To have the pasted information validated before upload, click Data > Data Tools Tab > Circle Invalid Data. Invalid data will be circled in red.



E.27 Find and Replace (CTRL+F) may be used, for example, to change the name of subjects to correct MATSEC format, e.g. from 'Maths' to 'SEC Mathematics'.



E.28 Autofill whole column: For school, the same data is required for all students. Write this information for two students, select this data, and drag for required length from the lower right-hand corner (see image).

E.29 The MATSEC Import Excel has a sheet designed to add 0s in front of any ID card numbers with less than eight integers. Paste (as values) your list of ID card numbers in Column A and corrected values will appear in the adjacent column.

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	A	G	H	I
1	ID card Input	ID card Output		
2	1234M	0001234M		
3				
4				
5				
6				
7				
8				
9				
10				
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