



L-Università
ta' Malta

MATSEC
Examinations Board



Candidate's Guidebook to MATSEC Examinations

2024

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A. Introduction

List of Abbreviations

- ADSC – Access - Disability Support Committee (at L-Università ta' Malta)
- AM – Advanced Matriculation
- IM – Intermediate Matriculation
- EAA – Examination Access Arrangement
- MATSEC – Matriculation and Secondary Education Certificate Examinations Board
- SEC – Secondary Education Certificate
- UM – L-Università ta' Malta
- MQF – Malta Qualifications Framework.

Preamble

- A.1 The Matriculation and Secondary Education Certificate (MATSEC) Examinations Board was established in 1991 by the Senate and the Council of the University of Malta. The Board is made up of members representing various stakeholders of the Maltese educational system. A list of members can be found on the MATSEC website.
- A.2 MATSEC offers examinations at two levels: Secondary Education Certificate (SEC) examinations and Matriculation examinations. The latter are offered at Advanced Matriculation and Intermediate Matriculation levels.
- A.3 This guidebook is intended for candidates registering for MATSEC examinations. Candidates are encouraged to be familiar with the information in this document.

B. Syllabi Past Papers and Timetables

Syllabi

- B.1 MATSEC Syllabi are available on the MATSEC website: <https://www.um.edu.mt/matsec/syllabi>
- B.2 Syllabi specify what is to be assessed as well as the means and structure of assessment.
- B.3 MATSEC is responsible for developing and maintaining syllabi for a range of subjects at three different levels: Secondary Education Certificate (SEC), Intermediate Matriculation (IM), and Advanced Matriculation (AM).
- B.4 The year indicated on a syllabus is the year in which the final assessment is scheduled.
- B.5 New syllabi are normally published at least three years before the subject is examined in the case of SEC, and two years before the subject is examined in the case of IM and AM.

Timetables

- B.6 Timetables can be found in the Timetables section on the MATSEC website: <https://www.um.edu.mt/matsec/timetables>
- B.7 Timetables for both the Main/First and Supplementary/Second sessions are made available on the MATSEC website in October of the year preceding the examination.

B.8 The general timetables enable candidates to plan ahead and make sure the examinations they register for do not clash with any personal activities.

Clashes and Special Accommodations

B.9 In the case of clashes with other MATSEC examinations, candidates are encouraged to alert MATSEC by sending an email on matsec@um.edu.mt.

B.10 MATSEC will not make any arrangements for clashes with foreign examination boards.

B.11 When and if clashes are accommodated by MATSEC, the accommodation for the individual candidate/s might involve multiple examinations being held on the same day.

B.12 Candidates may request, on presentation of a valid reason, an examination to be held at a different time or venue. For practical and oral examinations only, and only if such exam is being held on multiple days, candidates may request the rescheduling of this component on presentation of a valid reason.

B.13 All requests for special accommodations must be made in writing to MATSEC: matsec@um.edu.mt.

B.14 Special requests carry an administrative fee as stated in the MATSEC Fees document. Special requests must be made at the earliest opportunity. Requests made after the normal registration period will not be accommodated. MATSEC cannot guarantee that requests will be met.

Detailed Timetables

B.15 Detailed timetables with examination centres and the candidate's index number are sent to candidates by post approximately ten days before the start of the examination session.

B.16 Information about other components, be them aural, oral and practical, are sent to candidates by post with these detailed timetables.

B.17 It is essential that the candidate's details on the timetable are correct as these will appear on the examination certificate. Should the document contain any error/s, such as ones related to the candidate's name, address, or ID card number, the candidate is to:

B.17.i Complete a copy of the 'Amendment of Personal Details' form (available from the Resources section of the MATSEC website: <https://www.um.edu.mt/matsec/ourfacilities>);

B.17.ii Submit this form in person at MATSEC on presentation of their ID card or official document used for registration;

B.17.iii Pay the applicable fee as stated in the MATSEC Fees document.

Past Examination Papers and Model Answers

B.18 Past examination papers from 2012 onwards can be downloaded from the Examination Papers section of the MATSEC website: <https://www.um.edu.mt/matsec/examinationpapers>

B.19 The Examination Papers section of the MATSEC website also contains sample examination papers and marking schemes.

B.20 MATSEC does not publish model answers for past examination papers.

C. Application Process

E-ID for MATSEC Registrations

- C.1 An E-ID is required to register for MATSEC examinations.
- C.2 Register for this important document (E-ID) with Identità.
- C.3 If you do not have an E-ID and may not register for such document, you must contact MATSEC to seek an alternative registration route.
- C.4 If you are registered for MATSEC examinations without an E-ID, you will not have access to some MATSEC services.
- C.5 To register for MATSEC examinations without an E-ID, you will incur a fee as listed in the Examination Fees document which MATSEC may amend from time to time.

How to Register for the Main/First Session

- C.6 Note: If there is a payment with your registration (i.e. you are applying late or very late) please use a laptop or computer to submit the registration. If there is no payment, your mobile phone will work just as fine.
- C.7 Information pertinent to registrations and the link to the MATSEC Portal are available on the MATSEC website: <https://www.um.edu.mt/matsec/register>.
- C.8 Applications are open around the end of October. The date is made public on the MATSEC website and other media.
- C.9 Access the MATSEC Portal information page from the following link: <https://www.um.edu.mt/matsec/register>.
- C.10 Select "GO TO MATSEC PORTAL" (Figure 1).

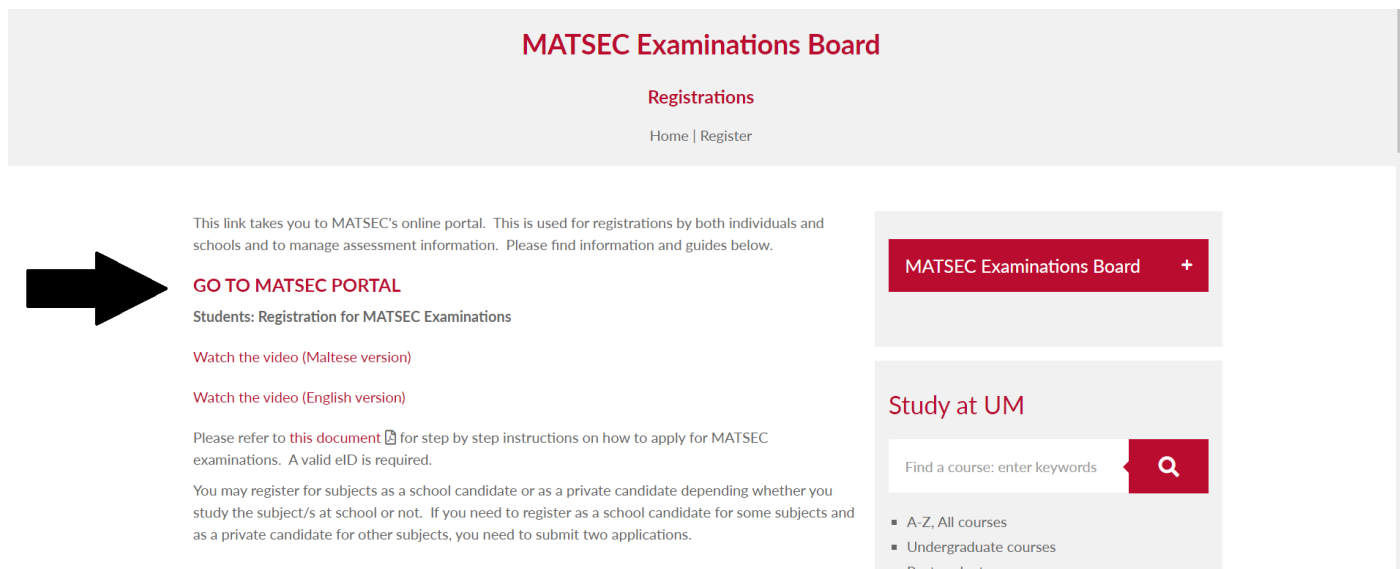


Figure 1: Go to MATSEC Portal

- C.11 Select "E-ID Login" and enter your E-ID username, password, and two-factor authentication as you normally do with E-ID. Should you have any problems with your E-ID, please contact Identità about this.
- C.12 Click "Apply" under the option to Register yourself to SEC/IM/AM exams (Figure 2).

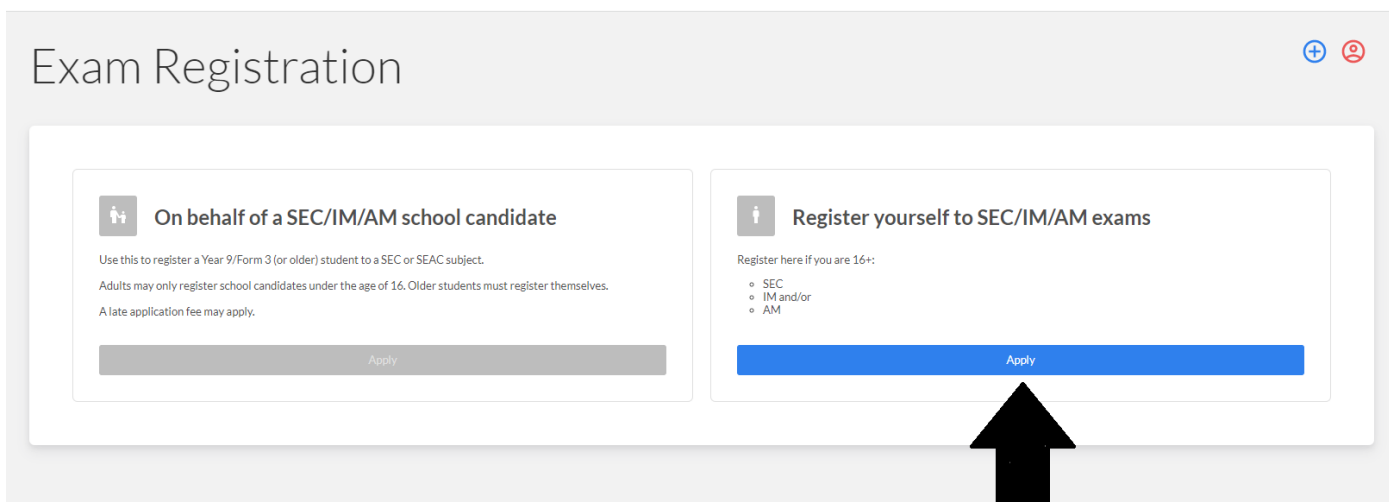


Figure 2: Start Registration Process

- C.13 Your personal details will load automatically from your E-ID.
- C.14 In the screen “Communication” most of your contact information will populate from your E-ID. Go through this information making changes where necessary and adding any missing information.
- C.15 All results are sent by traditional mail. You may also choose to receive results by sms without any additional payment.
- C.16 To proceed to the next screen, you must confirm that you have read and agree with MATSEC’s Privacy Policy (Figure 3).
- C.17 Select your school or whether you are a private candidate:
- C.17.i If you are studying some subjects as a school candidate and other subjects as a private candidate, you will need to submit separate registrations for school and private subjects (Figure 4).
 - C.17.ii If you are a past candidate of a school (i.e. have studied subjects there years ago), you are now a Private Candidate. Do not choose your past school as your application might be dropped.
- C.18 In the same page select the examination session.
- C.18.i SEC subjects are offered in the Main and Supplementary examination sessions.
 - C.18.ii Matriculation (AM and IM) subjects are offered in the First and Second examination sessions.
 - C.18.iii If you are registering for subjects at both SEC and Matriculation levels you need to submit separate applications indicating the correct Session in each.
- C.19 To proceed one must acknowledge the Examination access arrangement (EAA) section. This note makes it clear to candidates requiring EAA that additional forms and/or documentation are required to apply for EAA. Candidates who do not require EAA are still to agree with this statement.
- C.20 In the screen ‘Subject Selection’ choose the subjects for which you would like to register. When given the choice, pick which paper you would like to sit for (Figure 5). (If you have completed the registration, and wish to change the level of a subject, please contact MATSEC on registrations.matsec@um.edu.mt).

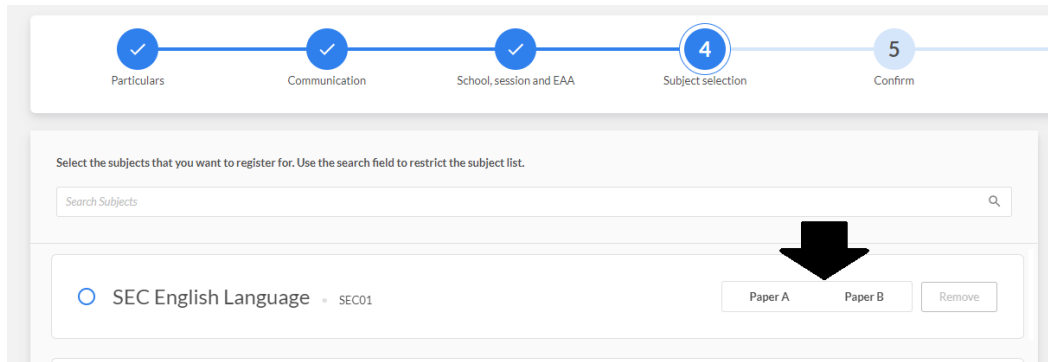


Figure 3: Subject and Subject Options (if any) Selection

- C.21 Make sure you go over all details presented in the 'Confirm' screen. Make sure all the information is correct at this point. To change any option, you will need to go back to make changes. If you go back, the changes made on the current screen may be lost.
- C.22 If there is a payment with your registration (e.g. late or very late application fees) you will be sent to the UM payment gateway. Insert the card details and 'Submit Secure Payment'. Kindly note that this feature is only available on Laptops and PCs and will not work properly on Mobile Phones or Tablets.
- C.23 Once your registration is complete you will receive a confirmation email from MATSEC within 15 minutes. Your registration is not complete if this email has not been received. Kindly contact MATSEC on registrations.matsec@um.edu.mt in this case.
- C.24 To proceed any further, i.e. To check your details or register for EAA, you must log out completely from the system and log in once again. Once this is done, you can check your details and subjects registered.

Changes to my application

- C.25 During the registration period, you may add subject/s to your existing application by submitting a new application. Follow the same instructions as above.
- C.26 If you wish to make an amendment to any subject that you have already registered for, you should contact MATSEC on registrations.matsec@um.edu.mt. Amendments include changing a subject's:
- C.26.i Paper Option;
 - C.26.ii Level;
 - C.26.iii The school where you are studying the subject / Private Candidate;
 - C.26.iv Whether you want to sit for your examination in Malta / Gozo.
- C.27 During the registration period, you can change certain personal details from the My Details section in the MATSEC Portal. These include:
- C.27.i Address;
 - C.27.ii Contact Information;
 - C.27.iii Preferences.



Dashboard
My Details
Registration

Figure 4: Using My Details to Make Changes to Own Registration

Late applications

C.28 Late applications are accepted on the published dates for both the Main/First and Supplementary/Second Session.

C.29 Very late applications for both the Main/First and Supplementary/Second sessions are accepted after the dates available for late applications. Very late applications will close unannounced.

C.30 Additional registration fees apply for late and very late applications. Please refer to the MATSEC Fees document on the MATSEC website: <https://www.um.edu.mt/matsec/timetables>

D. Supplementary/Second Session

D.1 Applications for the Supplementary/Second session are managed by MATSEC.

D.2 Applications are open a few days following the publication of the Main/First session results (mid-July). Dates are published on the MATSEC website.

SEC Supplementary Session

D.3 Candidates are to apply online using the details provided on their result slip for the Main/First session.

D.4 For SEC, the session held in September is a supplementary (resit) session meaning that:

- D.4.i Only the subjects required for one's admission to sixth form are offered, that is, Maths, Maltese, English Language and a science subject (Physics, Chemistry, or Biology);
- D.4.ii Candidates can only sit for this session if they registered for a preceding Main session;
- D.4.iii Candidates can only sit for Maths, Maltese and/or English Language exams if they obtained a Grade 6, 7 or U or were absent for the examination in the Main session;
- D.4.iv Candidates can only sit for one of Physics, Chemistry or Biology if they did not obtain at least a Grade 5 in any one of these subjects in the Main session.

Matriculation Examinations Second Session

- D.5 The Second session of Matriculation Certificate examinations held in September is a new session of examinations, separate from the First session.
- D.6 Candidates may apply for any one subject at Advanced level, any one Intermediate level subject from each group of the Matriculation Examination, and Systems of Knowledge.

E. SEC vocational subjects

General Information

- E.1 Candidates are to refer to the 'SEC Vocational Subjects Policy Document' and seek guidance from their school in relation to all matters related to their studies in vocational subjects: <https://www.um.edu.mt/matsec/guidelines-policies>.
- E.2 MATSEC only accepts applications from school candidates in SEC vocational subjects.

Registrations

- E.3 Schools are responsible to register candidates for SEC vocational subjects at the beginning of Year 9, as guided by MATSEC.
- E.4 Candidates will receive a confirmation email from MATSEC once this registration is done.
- E.5 Please note that some details will not be registered by the school now and will not show in the confirmation email. MATSEC will collect these details from candidates at a later stage. These include:
- E.5.i Address;
 - E.5.ii Contact number;
 - E.5.iii Sex;
 - E.5.iv Preferences like whether you want to receive results by SMS and information from third parties.

Late and Very Late Registrations for SEC Vocational Subjects

- E.6 In the case of late or very late applications that fall after the initial registration period, candidates are to seek guidance from their school and refer to the 'SEC Vocational Policy Document' available in the MATSEC website: <https://www.um.edu.mt/matsec/guidelines-policies>
- E.7 The 'Vocational Subjects Late / Very Late Student Registration / Change in Subject Form' available from <https://www.um.edu.mt/matsec/ourfacilities> should be filled in by the candidate and the school and submitted in person at MATSEC.
- E.8 Late or very late application fees will apply as stated in the MATSEC Fees document available in the MATSEC website: <https://www.um.edu.mt/matsec/timetables>

Vocational Subjects Unit Synoptic Assessments

- E.9 A student is eligible to sit for a synoptic assessment in a vocational subject unit if they fail to pass the unit as per the conditions stated in the Policy Document.
- E.10 The Schools should inform students who are eligible for Synoptic assessment.
- E.11 Candidates can sit for a unit synoptic in the same calendar year during which the unit was delivered at school, and in the following year only.

E.12 Applications for synoptic assessments are accepted in person at MATSEC, L-Università ta' Malta on the dates specified by MATSEC and at the University Gozo Campus, Xewkija.

E.13 Late and Very Late applications for synoptic assessments will be accepted against a fee as stated in MATSEC Fees: <https://www.um.edu.mt/matsec/timetables>.

E.14 Individual timetables - including the index number, the specific day, the time, and the venue of each synoptic examination - will be sent by post by MATSEC to candidates who apply for synoptic assessments.

F. Access Arrangements and Special Considerations

Examination Access Arrangements

F.1 Candidates who have a condition which impedes their access to examinations can apply for examination access arrangements (EAA).

F.2 Information about EAA can be found on the MATSEC website: <https://www.um.edu.mt/matsec/access>.

F.3 Applications for EAA are accepted until the subject registration periods as published on the MATSEC website.

F.4 Candidates registering for EAA in the late and very late registration periods will incur late and/or very late registration fees.

F.5 Applications for different candidates:

F.5.i Candidates sitting for the Main/First session must submit applications for access arrangements, with valid certification, by the deadlines published by the MATSEC Examinations Board.

F.5.ii Candidates who sat for examinations in Main/First session and wish to sit/resit for examinations in Supplementary/Second session need not submit another application. The same Examination Access Arrangements will apply for any exam taken at the same level. Therefore, candidates need not present updates unless their condition has changed and they wish to provide fresh documentation as evidence of this.

F.5.iii AM/IM candidates sitting for Matriculation Examinations in the Second session for the first time must apply for access arrangements with valid certification by the deadline for subject registrations as published on the MATSEC website.

F.5.iv Candidates who sat for examinations in the Main/First session and are sitting for examinations in the Main/First session of the following year/s must submit applications for access arrangements with valid certification by the deadlines published by MATSEC.

F.6 Forms are to be supported by a professional/s' report/s on the candidate's condition. A list of professionals who are eligible to provide reports and/or certification for particular conditions is available on the University of Malta 'Guidelines to MATSEC Examinations Access Arrangements 2019', page 20.

F.7 The validity of professional reports varies according to the candidate's condition. Reports for Dyscalculia and SpLD are valid for two years while those for AD(H)D, Dispraxia/DCD and Speech impairment are valid for three years. More information is available on the University of Malta 'Guidelines to MATSEC Examinations Access Arrangements 2019', page 31.

F.8 MATSEC cannot guarantee that it will accommodate the candidate with the necessary arrangements to sit for the examination/s but will do its best to do so.

F.9 In cases of hospitalisation, candidates will only be allowed to sit for the examination if they are fit to do so and if an examination environment is secured in the ward. No examinations can be held in candidates' private residences.

Submission of Form A by the Candidate

F.10 To register for EAAs candidates need to submit Form A and any other required documentation (such as a report from a psychologist, occupational therapist, or relevant medical consultant). These instructions are for the submission of Form A by a candidate.

F.11 It is common practice that Form A for a school candidate is submitted by their school. Please speak to your school about this.

F.12 All applications are vetted and applying does not signify an automatic acceptance of such arrangements. Once the vetting is concluded and approved, you will receive an email as per F.23.

F.13 Access the MATSEC Portal through the link on this page: <https://www.um.edu.mt/matsec/register>.

F.14 Login to the portal and press on My Details. If My Details does not show up as a menu option on the left-hand-side, then kindly log out completely from the system and log in once again.

F.15 In My Details press on the Access Arrangements tab.

F.16 In the Access Arrangements page press Submit Form A

F.17 Fill in Form A with the required information. (Please note that the access arrangements which were provided during your studies by an educational institution will not necessarily be replicated in MATSEC examinations).

F.18 Further documents to support Form A may be provided as Evidence by clicking the 'Add evidence record' button. Files must be in accepted formats such as PDF or JPG. NB: Certain screen resolutions require you to scroll down the application to find the 'Upload Evidence' button.

F.19 Multiple files may be added to a form. Click 'Add evidence record' again and follow the same procedure if you need to submit more than one file.

F.20 Once all evidence is uploaded, press on 'Create' to finalise the application.

F.21 If the Form was submitted successfully, it will show up immediately on the Access Arrangements tab of your My Details.

F.22 Once your application has been processed by MATSEC, you will receive an email stating your granted Examination Access Arrangements (if any). These will also show on the Access Arrangements tab of your My Details.

Special considerations

F.23 If at the time of the assessment something beyond the candidate's control affects their performance during the examination period, the candidate may ask for special consideration.

F.24 Such cases include but are not limited to:

F.24.i Being diagnosed with a serious illness;

F.24.ii Death or hospitalisation of a family member;

F.24.iii Hospitalisation of the candidate.

F.25 Special consideration may be sought by sending a formal written request to the Director of MATSEC on matsec@um.edu.mt.

F.26 Evidence is to be provided with the formal request for it to be considered.

Sitting for examinations abroad

F.27 The MATSEC Examinations Board will consider applications from candidates who wish to sit for MATSEC examinations in a foreign country for justifiable reasons such as:

F.27.i National sporting events;

F.27.ii Medical treatment;

F.27.iii Grave humanitarian cases.

F.28 Candidates are required to make a request in writing to MATSEC on the 'Request to sit for MATSEC Examinations Abroad' form by the late registration period. The form can be downloaded from the Resources section of the MATSEC website: <https://www.um.edu.mt/matsec/ourfacilities>.

G. Other Examination Components

G.1 Certain subject examinations have additional components to the written examination, such as oral, aural, or practical assessments.

G.2 For some subjects, you will receive an email from MATSEC after your registration. This email is to collect information related to other examination components in subjects like the ones listed below. Failure to reply to this communication by the said deadline will result in the candidate not being accommodated for this other component.

G.2.i SEC Physical Education

G.2.ii SEC/IM/AM Music

G.2.iii IM/AM Theatre and Performance

H. Coursework

School Candidates

H.1 The coursework component is assessed by the class teacher and the marks are forwarded by the school to MATSEC.

H.2 The coursework of selected subjects must be made available as directed by MATSEC for members of the MATSEC Markers Panel to moderate the work (i.e. to ensure that the work is fairly corrected and that the same standard of marking is used across different educational institutions).

H.3 School candidates are to abide by the deadline set by their respective schools. The coursework of a school candidate will not be accepted if it is submitted directly at MATSEC.

H.4 Candidates may be asked to sit for an interview about their coursework / project. Interview dates are published on the MATSEC website:

<https://www.um.edu.mt/matsec/current-session/courseworkinterviews/>.

H.5 The date of coursework interviews as published on the MATSEC website may not be changed.

- H.6 The assessment of assignments and coursework shall be final and binding for all candidates, and the MATSEC Board shall not, except in its absolute discretion, enter correspondence about results with candidates or anyone on their behalf or any other person.

Private Candidates

- H.7 Private candidates are to submit their coursework at MATSEC by the dates indicated on the general timetable.
- H.8 Each coursework is to be submitted with a duly filled Coursework and Project Authentication Form which can be downloaded from the Resources section of the MATSEC website.
- H.9 The work is corrected by members of the MATSEC Markers Panel for the subject.
- H.10 Private candidates shall be called for an interview. Interview dates are published on the MATSEC website.
- H.11 The assessment of assignments and coursework shall be final and binding for all candidates, and the MATSEC Board shall not, except in its absolute discretion, enter correspondence about results with candidates or anyone on their behalf or any other person.

Collection of Coursework

- H.12 All submitted coursework becomes the property of the MATSEC Examinations Board.
- H.13 The MATSEC Examinations Board indicates, through the MATSEC website and its Facebook page, dates when private candidates' coursework (projects, reports, and other work) can be collected by candidates from MATSEC, University of Malta or the Gozo Examinations Centre, Victoria.
- H.14 After the deadline stipulated for the collection of coursework, MATSEC reserves the right to dispose of any uncollected coursework as it deems fit.
- H.15 Written scripts and practical work carried out under formal examination conditions are retained by the MATSEC Examinations Board.

I. Absences

- I.1 Candidates who are ill on the day of the examination should notify MATSEC if the examination is an oral/aural/practical examination with multiple dates.
- I.2 If the examination is a foreign language listening comprehension or a written paper, it will be missed since these subjects are not offered in the September session. However, if the candidate misses the English Language listening comprehension examination due to certified illness and fails to obtain a Grade 5 or better in the Main examination, they may re-sit the listening comprehension examination in the Supplementary session. Notifications of absence are to be supported by a medical certificate indicating that the examination by the medical professional was not done later than the day of the assessment. This is to be submitted to MATSEC on the day of the missed examination component in person or via email.
- I.3 Fees will apply for candidates being accommodated on a different day for the examination. This applies even if the examination was missed due to sickness.
- I.4 MATSEC examination fees are not refundable.

J. Examination Conduct and Regulations

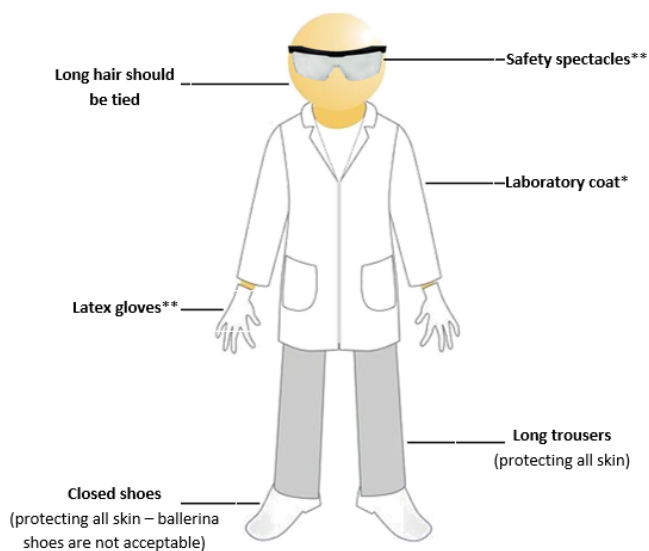
- J.1 Candidates are to bring their timetable and ID card/passport with them for identification purposes.

- J.2 Candidates should not write their name, school, or anything else that can identify them other than their index number on the examination papers. Scribbles or other marks will be considered as an attempt by the candidate to reveal their identity and will be followed by disciplinary action.
- J.3 Candidates are advised to be at the examination centre at least half an hour before the start of the examination.
- J.4 MATSEC may decide not to accept the examination papers of candidates who are more than half an hour late at the centre.
- J.5 Candidates who are late for aural or audio-visual examination components will not be allowed in the examination room for that component not to cause a disturbance to other candidates.
- J.6 During the examination, candidates are not to communicate – verbally or otherwise – with other individuals apart from their examination invigilators and head of centres.
- J.7 The use of electronic non-programmable calculators is permitted unless otherwise stated in the examination paper.
- J.8 Mobile phones, smartphones, smartwatches, or any other electronic devices and/or means of communication are either not to be brought into the examination centre or to be switched off or placed in the candidate's bag. Such devices should never be kept on the candidate's person or on their desk/chair.
- J.9 Unless otherwise stated on the examination rubric, candidates are to write in blue or black ink only (except for diagrams and graphs).
- J.10 Candidates shall use their own pens, pencils, rulers and any other required equipment to each examination. All stationery is to be kept in a transparent container or loose on the table. No borrowing (e.g. of stationery) is allowed during examinations.
- J.11 Candidates are required to legibly write all answers and rough work on the stationery provided by MATSEC. Rough work is to be crossed out without making it illegible.
- J.12 Candidates should not use correcting fluid/tape or erasable pens during examinations.
- J.13 Any equipment that is not directly linked to the examination or that can be used for copying is strictly prohibited. Candidates may keep a drink in an unlabelled, transparent bottle by their chair/desk.
- J.14 Candidates are allowed 5 minutes reading and noting time at the start of written examination papers only. Reading time is allowed once for each paper, irrespective of whether a paper is divided into multiple components.
- J.15 No part of the script is to be torn off or highlighted.
- J.16 Candidates can leave the examination centre permanently after the first hour and before the last fifteen minutes of examination only if permission has been given by invigilation staff and unless otherwise stated on the examination rubric.
- J.17 Candidates should not attempt to remove examination books or parts thereof, including copies, from the examination venue.
- J.18 Candidates should not wear coats, scarves, hats, or outdoor wear, except where exemption applies for religious or health reasons.

J.19 Clothing should be appropriate. It must cover undergarments and not be excessively revealing. Clothing must not have language or symbols which are profane, racist, or defamatory.

J.20 Candidates with long hair should have their hair tied.

J.21 For their science practical examinations (AM Chemistry, AM Physics, AM Biology), candidates are expected to wear appropriate lab attire. Kindly see the diagram below. Specifically, candidates are expected to wear trousers and closed shoes. Candidates sitting for AM Chemistry must wear their lab coat and safety glasses. Failure to comply may lead to the candidate not being admitted for the practical examination.



* Not required for AM Physics

** Not required for AM Physics and AM Biology

Figure 5: Proper Attire for AM Chemistry, Physics, and Biology Practical Examinations

J.22 SEC and IM Physical Education candidates are to present themselves in their sports gear for the practical examination. Candidates are to wear appropriate footwear (non-marking soles, no studs) for all tests held at the University Sports Hall. Candidates may wear shoes with studs for the SEC PE football test. IM PE candidates are to bring with them a clean towel to use during the fitness test. Failure to comply may lead to the candidate not being admitted for the exam.

K. Results, Result Slips & Certificates

K.1 Results for the Main/First session are sent by post and by SMS (for candidates registering for this service) in mid-July. MATSEC is not liable for loss of results which are not sent by registered post.

K.2 Results for the Supplementary/Second session are sent by post and by SMS (for candidates registering for this service) towards the end of September.

K.3 An official certificate is sent to the candidate's respective school (if they registered as a school candidate). School candidates can collect certificates from their respective schools while private candidates can collect certificates from MATSEC.

K.4 Official copies of certificates can be re-issued from MATSEC. Candidates are to:

- K.4.i Fill in a 'Request for Copies of Past MATSEC Certificates Form' which can be downloaded from the Resources section of the MATSEC website: <https://www.um.edu.mt/matsec/forms/requestpastmatsecexamcertificates>
- K.4.ii Pay the requested fee per level (i.e. the fee is double that stated if the person is applying for certificates for both SEC and Matriculation examinations).
- K.5 MATSEC examinations are recognised by institutions of higher education and employers as well as by overseas authorities.

L. Revision of Paper

- L.1 Candidates who feel that their paper might not have been properly assessed may appeal by applying for a Revision of Paper.
- L.2 SEC Vocational candidates who are not satisfied with a unit mark, or the mark obtained through a Synoptic assessment, may appeal from that mark. Please refer to the 'SEC Vocational Subjects Policy Document' for more information: <https://www.um.edu.mt/matsec/guidelines-policies>.
- L.3 A Revision of Paper involves a review of a candidate's examination papers by a marker (Reviser) who is not part of the original Markers' Panel.
- L.4 Coursework and other examination components (oral, aural, practical) are not included in the Revision of Paper exercise.
- L.5 The Reviser checks for clerical and assessment errors, and writes a report which is sent to the candidate.
- L.6 If additional marks are awarded that lead to an upgrade of the original grade, this is stated in the report.
- L.7 The original grade cannot be downgraded following a Revision of Paper.
- L.8 The Revision of Paper fee is reimbursed should there be a change in grade.
- L.9 Applications for Revision of Paper of the Main/First session are accepted during the registration period for the Supplementary/Second session. The dates are communicated to candidates by post with the Main/First session result slip.
- L.10 The date/s for application for Revision of Paper of the Supplementary/Second session are communicated to candidates with the result slip for this session.
- L.11 Revision of Paper reports are sent subject by subject and MATSEC cannot guarantee that these will be received before the start of the Supplementary/Second session or any other specific date.
- L.12 The outcome of a Revision of Paper or Appeal is final.

M. Examination Fees and Contacting MATSEC

Examination Fees

- M.1 A list of examination fees is available in the Timetables section of the MATSEC website: <https://www.um.edu.mt/matsec/current-session/>.
- M.2 Examination fees are not refundable.
- M.3 The Late Registration Fee is paid for each subject registration of a new or existing candidate received during the period of late registrations as set by MATSEC.

M.4 The Very Late Registration Fee is paid for each subject registration of a new or existing candidate received during the period of very late registrations as set by MATSEC.

Contacting MATSEC

M.5 MATSEC is open to the public as follows:

M.5.i Winter: 08:15 – 12:00, 13:30 – 16:30

M.5.ii Summer: 08:00 – 13:00

M.6 MATSEC can be contacted through email or landline:

M.6.i E-mail: matsec@um.edu.mt

M.6.ii Telephone: 2340 2814 / 2815 / 2816

M.7 MATSEC uploads important notices on the MATSEC website and on Facebook. The Facebook page, however, serves only to communicate information to the public – comments and messages sent on Facebook are not replied to.

M.8 MATSEC is located within the University of Malta near the old gate. A map of the University of Malta can be accessed through this link: um.edu.mt/campusmap. MATSEC is marked as 41 on the map.