Access arrangements

The MATSEC Support Unit aims to give all students a fair deal. Candidates with known or long standing disabilities, or who happen to be injured at the time of the examination, may make a request for access arrangements to mitigate their particular circumstance. If your disability is providing barriers to your performance, speak to the Head of School/College well in advance of the examination. You are to submit a request on a prescribed form, supported by the Head of School/College, where applicable, including all the relevant documentation. Forms are to be submitted by the date of registration. For further information visit the MATSEC website and click on Resources.

Special Considerations

If at the time of the examination something beyond your control affects your performance in the examination (such as death or hospitalisation of an immediate family member, etc.) you may ask for special consideration by sending a formal written request to the MATSEC Support Unit, exposing your case (with relevant testimonials), as soon as possible.

If you are ill on the day of your examination, you must notify the MATSEC Support Unit. All notifications need to be accompanied by a medical certificate that needs to reach the MATSEC Support unit within three days of start of illness.

MATSEC Support Unit

Tel: (356) 2340 2816
Fax: (356) 2131 4324
E-mail: matsec@um.edu.mt
Website: www.home.um.edu.mt/matsec/
Before the exam day

The Syllabus Panels, across levels, consider, discuss, update and ultimately outline the topics to be covered for assessment. This is known as a syllabus. Examination papers are prepared by the Paper Setters’ Panel and subsequently checked by revisers appointed by the Senate.

Examination papers are based on the topics indicated in the subject syllabus.

Before going to print, examination papers are vetted by MATSEC Principal Subject Area Officers for clarity and consistency, including conformity with the syllabus.

The examination paper setting process is concluded with the final approval of the chairperson of the Paper Setters Panel.

D-Day….. exam day!

Before the examination day it is highly recommended that candidates:

- become familiar with the location of the examination centre;
- Check transport arrangements: it is advisable to be at the centre at least 30 minutes before the start of the examination;

Before going to the examination centre, candidates are advised to make sure they have:

- the necessary equipment, such as writing instruments, calculators, etc;
- relevant documents including identity card or passport and examination timetable;

Once inside the examination centre candidates must:

- abide by instructions given by invigilators;
- write the index number and any other information required on the front page of the examination script clearly;
- read the instructions on the examination paper before starting;
- write the relevant question number in the margins provided.

After the exam...

A marking scheme approved by the Paper Setters’ Board provides the assessment criteria for each subject examined at every level (SEC, Intermediate and Advanced). This ensures that Paper Markers follow the same marking criteria accurately and consistently.

Following the marking of scripts the grade boundaries for each subject examined are set. This procedure ensures that standards have been and will be maintained.

Technical and statistical information from previous years, as well as expert judgment are used to establish where the grade boundaries should be set.