



L-Università  
ta' Malta

**MATSEC**  
Examinations Board



# Candidates: Registration for MATSEC Examinations

2022

## A. How to Register for MATSEC Examinations

**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.

- A.1 Access the MATSEC Portal information page from the following link: [www.um.edu.mt/matsec/register](http://www.um.edu.mt/matsec/register)
- A.2 Select “GO TO MATSEC PORTAL” (Figure 1).

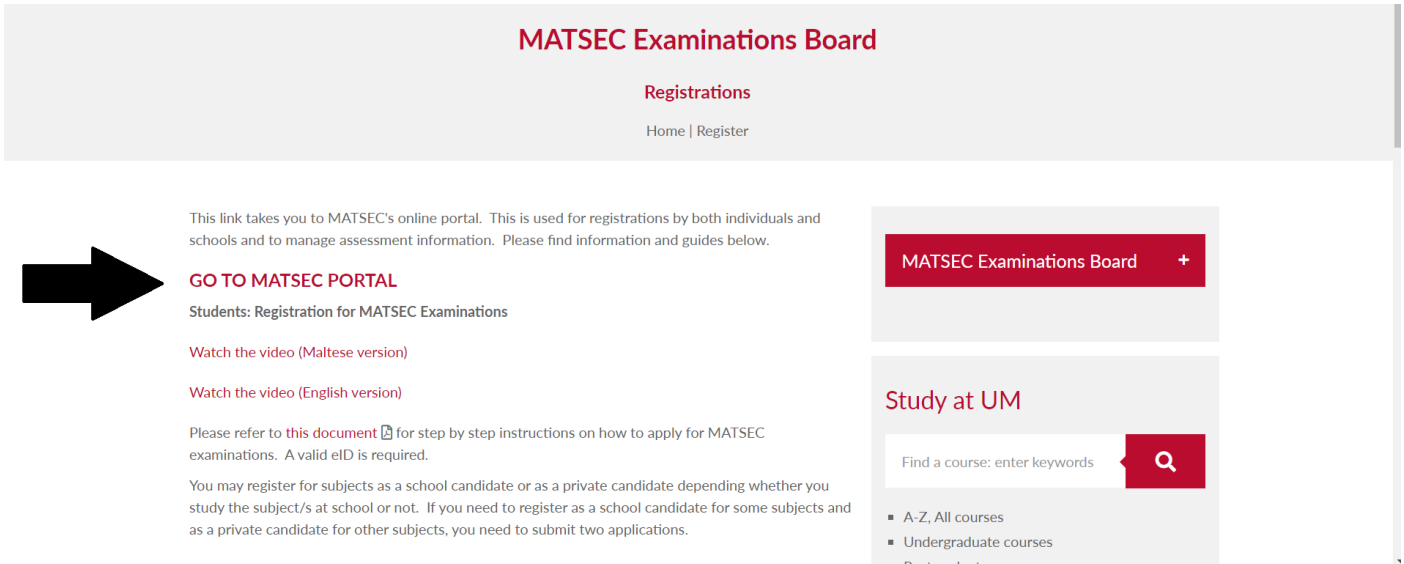


Figure 1

- A.3 Select “e-ID Login” and enter your e-ID username and password.
- A.4 Click “Apply” under the option to Register yourself to SEC/IM/AM exams (Figure 2).

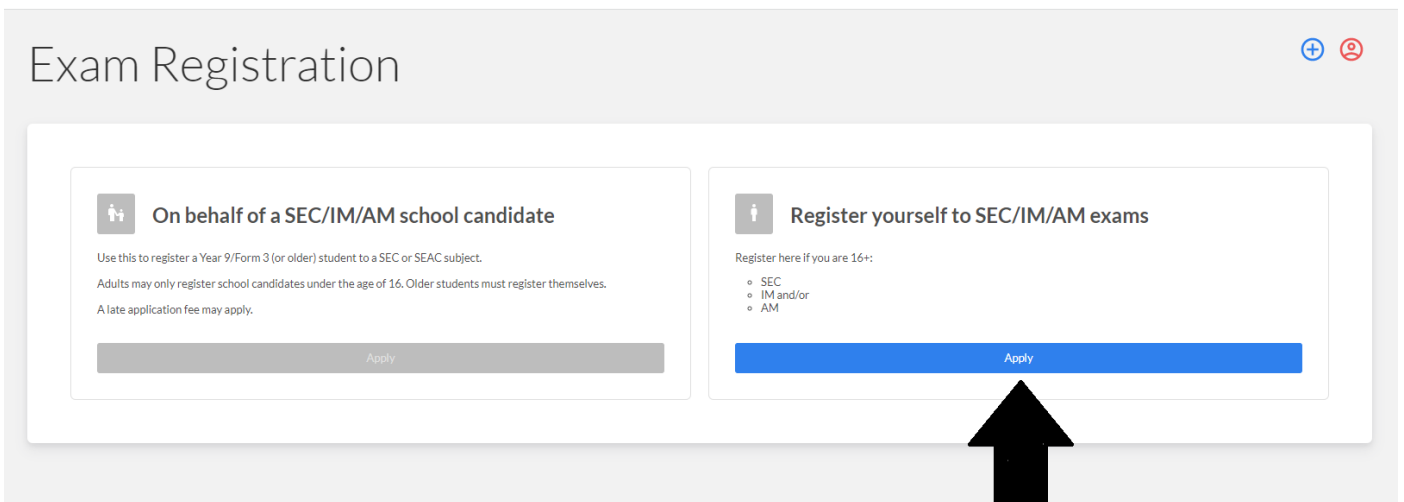


Figure 2

- A.5 In the screen “Communication” most of your contact information will populate from your eID. Go through this information making changes where necessary and adding any missing information.
- A.6 All results are sent by traditional mail. However, you may opt to receive results by sms and/or to have them posted by registered mail (registered mail will need to be signed for upon delivery).
- A.7 In order to proceed to the next screen, you must confirm that you have read and give consent to MATSEC’s Privacy Policy (Figure 3). You may choose to receive information from the University of Malta on behalf of education authorities.

Exam Registration

Progress: 1. Particulars, 2. Communication, 3. School, session and EAA, 4. Subject selection, 5. Confirm, 6. Settle, 7. Completed

**Contact details**

House name and number\* Street name\* Post code\* City\*

Country\* Email\* Mobile\*

**Preferences**

Receive results via SMS.

Receive results via registered mail.

**Consent**

I confirm that I have read and consent to MATSEC's [Privacy Policy](#). I am aware that one may withdraw their consent at any time by contacting MATSEC.

I confirm that the University of Malta may contact me on behalf of education authorities implementing targeted policies/initiatives aimed at assisting students who do not achieve the required levels in national assessments for progression into further and higher education or that promote active participation in employment opportunities, in accordance with the provisions of the Processing of Personal Data (Education Sector) Regulations.

Exit Back Next

Figure 3

## MATSEC (2022): Standard Operating Procedures

### A.8 Select your school or whether you are a private candidate:

A.8.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).<sup>1, 2</sup>

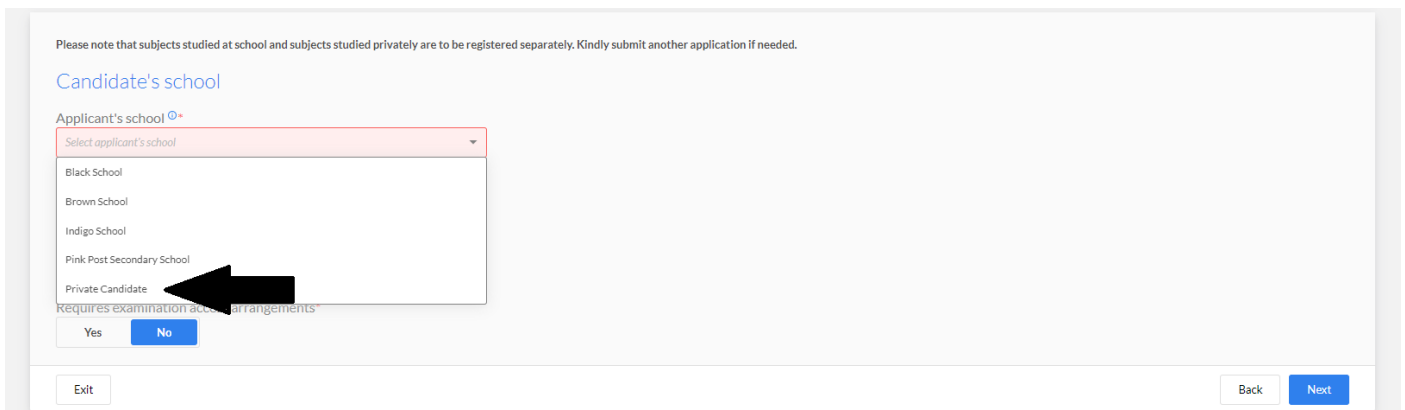


Figure 4

### A.9 In the same page select the examination session.

A.9.i SEC subjects are offered in the Main and Supplementary examination sessions.

A.9.ii Matriculation (AM and IM) subjects are offered in the First and Second examination sessions.

A.9.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.

A.10 Indicate whether you require examination access arrangements or not. Note that an application for examination access arrangements needs to be supported with evidence from the school Inclusion Specialist and/or EAA Professionals (e.g. psychologist, teacher of the deaf, literacy specialist, etc).

A.11 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](mailto:registrations.matsec@um.edu.mt)).

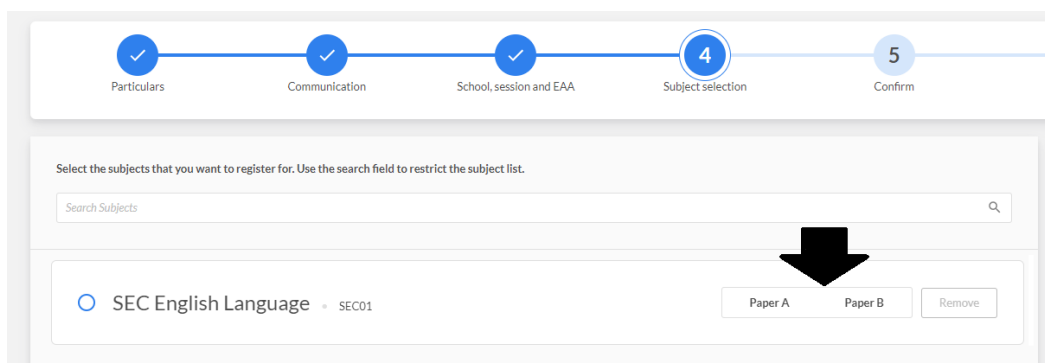


Figure 5

<sup>1</sup> If you are a school candidate, your school will forward coursework marks to MATSEC.

<sup>2</sup> If you are a private candidate, you must present your coursework at MATSEC, University of Malta, by the dates indicated on the MATSEC timetable.

## MATSEC (2022): Standard Operating Procedures

- A.12 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.
- A.13 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”.
- A.14 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](mailto:registrations.matsec@um.edu.mt) in this case.