

Instructions to Apply for Examination Access Arrangements



Please read carefully before applying for examination access arrangements.

Candidates should fill in the General Application Form A and the relevant application form according to the impairment for which the application is being made. All relevant certification and documentation should be attached and submitted to MATSEC.

Deadline dates for the submission of access arrangements application forms vary. Please always check for deadlines on the MATSEC website. There are three main deadline dates for: 1. First/Main session; 2. Second/Supplementary session; 3. VET controlled assessment (see below).

1. The deadline date for the First/Main session coincides with the deadline for the registration for examinations. This is usually in the beginning of November. Students sitting for SEC may apply early in February of Year 10/Form 4.
2. Applications for those sitting for the Advanced and/or Intermediate Matriculation Examinations in the Second Session for the first time must apply by the 15th of June (or before if 15th June falls on a Saturday or Sunday). SEC candidates who are sitting for Supplementary examinations and who missed applying for access arrangements before, can do so by the 15th June.
3. Year 9/Form 3 candidates who apply for access arrangements for the assessment of vocational subjects at SEC level will need to apply by the end of January since the first controlled assessment will be held at the end of Year 9/Form 3. Candidates who require access arrangements for Specific Learning Difficulties (SpLD) and/or AD(H)D and Dyspraxia (DCD) will need to present a full psychological report based on tests made at any time during their educational career together with an assessment update carried out from July of the previous year onward (Year 8/Form 2 leading to Year 9/Form 3). Access arrangements granted on this basis will be given for all assessments, including SEC examinations for other subjects at Year 10/Form 4 and Year 11/Form 5. Candidates who do not present an updated report by January will not be eligible for access arrangements.

Late applications for access arrangements will be accepted against a fee and under the same conditions as those for the late Examination Registrations (see the relevant regulations in the Regulations section of the MATSEC website). Late applications will **not be accepted** after the 15th February for First/Main Session applications and after the 15th June for Second/Supplementary Session applications.

Form A: General Application Form for Examination Access Arrangements



Please Note

School candidates are to have this form filled in and endorsed by their school.

Private candidates are to fill in parts 1 and 2 of this form. If this form is being filled in by a third party on behalf of a private candidate, parts 1, 2, and 3 are to be filled.

1. Examination Level and Year

<input type="text"/>	SEC	<input type="text"/>	AM/IM	<input type="text"/>	Year
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2. Candidate's Details

ID Number	_____	Date of Birth	_____
Last Name	_____	First Name	_____
Address	_____		
Locality	_____	Postcode	_____
Contact Number	_____	Grade/Form	_____
Condition/Impairment	_____		

3. Details of Person filling this Form

ID Number	_____	Contact Number	_____
Last Name	_____	First Name	_____
Title/Role	_____		

4. School Declaration

I hereby certify that I fully support this application and that all information provided is accurate.

School: _____

Duration for which the candidate attended the school: _____ years

I would also like to state that (write here if applicable):

Signature

Date

School Stamp



Evidence / Reports

Please mark the evidence / reports attached with this form. Kindly ensure that reports satisfy requirements set in 'Guidelines for MATSEC Examinations Access Arrangements, 2015'.

Psychologist's Report	
Updated Literacy/ADHD Report (Form B)	
Psychiatrist's Report	
Relevant Consultant's Report	
Ophthalmologist's Report	
Audiologist's Report & Audiogram (Form D)	
Rheumatologist's Report	
Occupational Therapist's Report (Form E)	
Neurologist's Report	
Past Scripts	
Speech Therapist's Report	
Teacher of the Visually Impaired Report	
Teacher of the Deaf Report	
Others please specify:	

School Exam Access Arrangements

Please indicate whether the candidate has previously been granted examination access arrangements by the school. Indicate since when the arrangements were granted in the space provided (e.g. 2015-18).

Extra Time	
Reader	
Prompter	
Communicator	
Exam paper enlarged to A3	
Practical Assistant	
Word Processor	
Supervised rest breaks	
Settling down time	
Relative on call	
Permission to use toilets frequently	
Room with few candidates	
Others please specify:	

Subjects and Level

Kindly indicate the examination subject and level that the candidate will be sitting for. For SEC subjects, Indicate whether the candidate shall be sitting for Paper A or B. For Matriculation Examinations, indicate whether the candidate shall be sitting for the examination at Intermediate (IM) or Advanced (AM) level. This does not replace the candidate's registration for examinations.

Subject	SEC A / B	IM / AM	Subject	SEC A / B	IM / AM	Subject	SEC A / B	IM / AM
Accounting			Environmental Science			Mathematics		
Agribusiness			Ethics			Media Literacy Education		
Applied Mathematics			European Studies			Music		
Arabic			French			Philosophy		
Art			Geography			Physical Education		
Biology			German			Physics		
Business Studies			Graphical Communication			Psychology		
Chemistry			Greek			Pure Mathematics		
Classical Culture/Studies			Health and Social Care			Religious Knowledge		
Commerce			History			Russian		
Computing			Home Economics			Social Studies		
Design & Technology			Home Economics & Human Ecology			Sociology		
Economics			Hospitality			Spanish		
Eng. Drawing & Graphical Comm.			Information Technology			Systems of Knowledge		
Engineering Technology			Italian			Textiles and Design		
English Language			Latin			Theatre & Performance		
English Literature			Maltese					
Environmental Studies			Marketing					