



L-Università
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**MATSEC
Examinations Board**

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From: Dario Pirotta
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To: College Principals
Heads of School

Subject: Online Meetings for Heads of School – Submission of SBA and Coursework Marks to MATSEC

Date: 26 January 2026

MATSEC would like to inform you that two online meetings will be organised for Heads of School or their delegate who will be responsible to submit coursework/SBA marks to MATSEC in preparation for the upcoming submission of School-Based Assessment (SBA) and coursework marks to MATSEC.

These meetings are intended to provide guidance on the use of the MATSEC Portal for the submission of marks, including:

- An overview of the relevant portal features
- The process for entering and submitting marks
- How schools may verify the data they have submitted

Two separate meetings will be held for schools as follows. **Please register for the relevant meeting.**

Meeting 1 – Post-Secondary Institutions (Coursework Marks)

For staff members responsible for coordinating the submission of coursework marks to MATSEC.

Date: Wednesday, 18 February

Time: 09:30 – approximately 11:00

Register: <https://universityofmalta.zoom.us/meeting/register/HSZ0bVKeQxCyisyy10tKPw>

Meeting 2 – Secondary Schools (SEC SBA Marks)

For Heads of Secondary Schools whose institutions are required to submit SEC School-Based Assessment marks to MATSEC.

Date: Wednesday, 18 March

Time: 09:30 – approximately 11:00

Register: https://universityofmalta.zoom.us/meeting/register/pRQnEJ1ITZqwh5V_RV9MIg

Your cooperation in ensuring appropriate participation in these meetings is appreciated.