



From: Dario Pirotta
Director, MATSEC

To: College Principals
Heads of School

Subject: SEC Vocational Subjects – New Assessment Model Coursework Guidance

Date: 12 May 2026

Dear Head of School,

In view of the new SEC Vocational subjects assessment model, whereby the first cohort of students will be registering to sit for the 2027 Main Session, we would like to provide guidance with regard to the points highlighted hereunder. The specific upload periods will be communicated by MATSEC as part of the Key Dates published at the beginning of the scholastic year.

1. Coursework Marks Upload

Three (3) separate marks for each registered school candidate, representing each respective part of the Coursework (Portfolio), are to be uploaded by the school through the MATSEC Portal towards the beginning of March 2027. Each mark should be a whole number out of a maximum of 60 marks, with no decimal point. The level should be set to 'Level 1-2-3'.

2. Coursework Material Upload

Following the conclusion of the Coursework marks upload period, MATSEC will send an email notification to schools whose candidates' material for specific SEC Vocational subjects will be moderated. All candidates' corrected material and Marking Schemes – a separate PDF file for each of the three (3) parts of the Portfolio – for the subject/s chosen for moderation, should be uploaded by the school through the MATSEC Portal towards mid-March beginning of April 2027.

Any coursework not available for moderation will be considered as not presented, even if a mark is submitted by the school.

Each file size should not exceed 20 Megabytes (MB). We suggest using filenames that facilitate the identification of each candidate's work, e.g. *John Doe Part 1*.

3. Coursework Moderation Report

A report will be published on the MATSEC portal once the moderation process has been fully completed. Any changes in marks affected as part of the moderation process will also be indicated through the portal.

It is important to note that good assessment practices (such as the detection and proper addressing of plagiarism, marking in line with MATSEC's Marking Schemes, etc.) are to be always followed by the school, even if no related remarks are included in the moderation report.

We thank you for your cooperation.
