

From: Mr Dario Pirotta
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To: College Principals
Heads of School

Subject: SEC and SEAC Vocational Subjects

Date: 4th October 2021

1. Updated Syllabi

Teachers are encouraged to download the syllabi present on the MATSEC website since these were updated after feedback was gathered from Education Officers, teachers, External verifiers and members sitting on the Examination Panels.

2. Appeals and Synoptic

List of students who have a synoptic have been sent to the respective schools. Registrations for synoptic assessments and appeals will be accepted at the MATSEC Support Unit or the Gozo Examinations Centre on **Thursday 7th October and Friday 8th October 2021** from 08:15 till 12:00 and from 13:30 till 16:30. An official document (such as ID Card or passport) of the student should be presented during registration for identification purposes. More information about this process can be accessed through the following link: <http://www.um.edu.mt/matsec/regulations>. In this regard, students and their parents/guardians should be informed of the Unit mark obtained before the date of registration. Results sent to parents should be signed and placed in the Masterfile for future reference. The synoptic assessment for all subjects will be held between Friday 29th October – Wednesday 3rd November 2021. Further details will be communicated to students at a later date. Schools are to inform students sitting for their SEC Engineering Technology Synoptic assessment that they may need to use a non-programmable calculator, ruler, compass and protractor in carrying out their exam.

3. Changes in Unit 3 SEC and SEAC syllabi

A number of assessment criteria will be removed from the **SEC and SEAC Unit 3** syllabi for the coming scholastic year, given that the new LOF syllabi have not been introduced yet, and hence the Main Examination session for other subjects will be held in May.

The criteria which will be removed, will be communicated in the coming weeks. All removed criteria will be pro-rated by MATSEC against the performance in the respective domains as explained below. Students and their parents/guardians are to be informed that the mark they achieve in Unit 3 will not be final, and a result slip with the final mark should **not** be communicated to them at the end of the year by the school, since MATSEC would first need to finalise the pro-rating exercise.

a) SEC

A number of Knowledge and Comprehension criteria will be reduced from the Controlled Assessment. These will be pro-rated only for those students attempting this assessment against the marks achieved through Knowledge and Comprehension criteria – as a total – in the coursework assignments and the criteria present in the controlled assessment.

b) SEAC

A number of Knowledge, Comprehension and Application criteria will be reduced. These will be pro-rated against the marks achieved through Knowledge and Comprehension criteria – as a total – and the Application criteria in the coursework assignments.

During this scholastic year, students will be assessed by means of **TWO** coursework assignments only. Therefore this means that there will not be a Controlled Assessment issued by MATSEC, and that all remaining criteria (whether highlighted or not in the syllabus) should be assessed through coursework, unless specifically removed.

4. Tracking sheets

THE TRACKING SHEETS FROM FROM LAST YEAR SHOULD NOT BE USED. A new set of Microsoft Excel workbooks shall be forwarded to each school at a later date. These workbooks are to be used for each cohort of students. The files shall include a list of all students registered for vocational subjects. Each teacher should be given a copy of this file containing only the students in class for each subject. Other students not taking the subject should be deleted from the 'Data' sheet, otherwise the Excel file will not be useable. One should also emphasise that criterion marks should not be inputted when a student does not submit anything or does not turn up for practical-based assessments. The system will automatically show an underscore (_). If the student returns the assignment sheet with no answers or valid work, a zero (0) should be awarded, and a comment indicating so should be included in the feedback section on the front sheet. In the Controlled assessment, 'ABS' should only be inputted when students are absent for an approved justified reason. In such cases an e-mail including any supporting evidence should be sent to MATSEC **before** the second External Verification visit.

5. Students' Registration

MATSEC has been working hard in order to introduce an online system. As part of this project schools have to import the Year 9 students who will be studying the SEC and SEAC subjects between **Monday 18th October and Wednesday 3rd November 2021**. Using the online system will reduce the amount of administrative work that used to be carried out by schools whilst ensuring that MATSEC and the respective schools have the same correct data.

Late and very late application fees will apply following this period of registration.

In parallel with the registration, training on the online registration will be provided to the Senior Leadership Team. These training dates will be communicated at a later date.

Schools have to apply on behalf of their students for access arrangements for the assessment of SEC and/or SEAC vocational subjects by **Friday 31st January 2022**. For the registration to be completed, students who require access arrangements for Specific Learning Difficulties (SpLD) and/or AD(H)D and/or Dyspraxia will need to present a full psychological report based on tests made at any time during their education, together with an assessment related to their area of difficulty carried out not earlier than the beginning of July 2021. Access arrangements granted on this basis will be given for all assessments, including SEC examinations for other subjects at Form 4 and Form 5. Students who do not present an updated report will not be eligible for access arrangements

6. Key dates

a) External Verification

The first external verification visits for schools offering both SEC and SEAC vocational subjects will take place between **Monday 10th January and Friday 28th January 2022**. During this visit the external verifiers will externally verify Unit 1 ,2 and 3 assignment 1 brief and the relevant marking schemes. The external verifier will also go through the relevant Master Files and will follow up any essential actions indicated in last year's report. Those schools who are offering only SEC vocational subjects, the work carried out in this visit will be carried out in the February – March visit, therefore no external verification visits will take place during this period.

The second external verification visit will take place between **Monday 28th February and Friday 18th March 2022**. During this visit, external verifiers will verify the corrections of assignment 1 and verify the assignment briefs and marking schemes of the second assignment. For schools offering only SEC vocational subjects the verification of assignment 1 briefs including the relevant marking schemes will be carried out. External verifiers will also go through the Master File.

The third external verification visit will be carried out between **Monday 30th May and Wednesday 15th June 2022**. During this visit, external verifiers will follow up any pending essential action/s and review the remaining assignments, including the controlled assessment where applicable. It is therefore paramount that the marking and internal verification processes of all assessments are concluded before this visit.

Internally verified assignment briefs and their accompanying marking schemes are to be uploaded online before each External Verification visit. This will facilitate the EV visits. Further communication will be issued in this regard.

b) Controlled Assessments

Controlled assessments shall be held during the following periods:

Monday 25th April and Thursday 28th April 2022	SEC Controlled Assessment Vocational Subjects Year 11 (Form 5): Unit 3 (taking into consideration one subject per day)
Monday 9th May and Thursday 19th May 2022	SEC Controlled Assessment Vocational Subjects Year 9 (Form 3): Unit 1 and Year 10 (Form 4): Unit 2 (taking into consideration one subject per day)

Any transfer and/or resignation of students should always be immediately communicated to MATSEC by e-mail so that the necessary logistics can be planned in preparation for controlled assessments.

May we remind SLT members that MATSEC should be informed immediately of any issues or irregularities encountered during the preparation (such as the provision of access arrangements for entitled students) and the actual running of controlled assessments (such as student malpractice).

The SEAC Unit 1 and Unit 2 controlled assignment shall be uploaded on our website on **Monday 25th April 2022**. The date of submission of each assignment shall be **Monday 23rd May 2022**.

7. Policy document

The SEAC and SEAC Policy Documents 2019 are expected to be referred to, abiding by all the clauses within this document in planning and implementing vocational subjects. These documents may be accessed from: <https://www.um.edu.mt/matsec/guidelines-policies>.