

**From:** Dario Pirotta  
Director, MATSEC

**To:** College Principals  
Heads of School

**Subject:** Vocational Subjects: Beginning of Year 2025 – 2026

**Date:** 11 September 2025

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Please take note of the following aspects in relation to Vocational subjects certified by MATSEC and direct your colleagues and students accordingly.

### 1. SYLLABI AND PROCEDURES

Please ensure that the correct **syllabi versions** (<https://www.um.edu.mt/matsec/syllabi>) and **procedures** are being implemented by the respective school community members. Year 11 (2026 cohort) should be following the 'old assessment model' in line with the SEC 2019 Vocational Subjects Policy Document (<https://www.um.edu.mt/matsec/guidelines-policies/candidatesandassessors>), while other cohorts (2027 onwards) should be following the **2027 Code of Practice** (<https://www.um.edu.mt/matsec/guidelines-policies/generalpolicies>).

### 2. STUDENT MOVEMENTS

Schools are to **immediately communicate** to MATSEC any transfer and/or resignation of candidates in the 2026 cohort, **using this online form** (<https://www.um.edu.mt/matsec/movement>). This will enable MATSEC to affect any required changes in due time and set up the necessary logistics for a smooth conduct of Controlled assessments.

**Schools are to seek official confirmation from MATSEC prior to removing existing candidates or modifying any information in the 'DATA' worksheet within the Tracking Sheets.**

### 3. SUPPLEMENTARY SESSION (SYNOPTIC) 2025

Synoptic assessments for SEC and SEAC Vocational subjects following the 2019 Vocational Subjects Policy Documents will be held on the dates and times indicated in Table 1 (overleaf).

Individual timetables, including the index number, the specific day, the time, and the venue of each exam, will be sent by post in October by MATSEC to candidates who have applied for synoptic assessments. Any candidate who does not receive the timetable by the week of the synoptic session is kindly asked to contact MATSEC as soon as possible.

**Candidates who do not present their ID Card/Passport, together with their individual timetable on the day of the exam, will NOT be allowed to sit for the exam.**

Schools are to inform candidates sitting for their Engineering Technology synoptic assessment that they may need to use a non-programmable calculator, ruler, compass and protractor in carrying out their exam.

Date	Subjects	Time	
		SEC/SEAC Unit 2	SEC Unit 1 and SEC/SEAC Unit 3
Monday 3 November 2025	Hospitality Fashion and Textiles Information Technology	08:30 – 10:35	11:30 – 13:35
	Agribusiness Health and Social Care Retail	14:30 – 16:35	17:30 – 19:35
Tuesday 4 November 2025	Engineering Technology Hairdressing and Beauty Media Literacy Education	08:30 – 10:35	11:30 – 13:35

Table 1: Supplementary Session (Synoptic) 2025 Dates and Times

#### 4. INTERNAL VERIFICATION, FRONT SHEETS, AND ASSESSOR'S FEEDBACK

The same practices adopted over the past three scholastic years in terms of internal verification, front sheets, and assessor's feedback, should be followed. These supersede the related clauses in the SEC 2019 Policy Document currently in force for the 2026 cohort.

A customisable Word-format Front Sheet template is being included with this communication.

#### 5. TRACKING SHEETS

Last year's Tracking Sheets should **NOT** be used during this scholastic year. A new set of Tracking Sheets for Unit 3 (Year 11) shall be forwarded to schools in due course.

The following aspects need to be emphasised:

- a. It is of utmost importance that only Windows-based computers and locally installed Microsoft Excel (version 2007 and above) are used when working with Tracking Sheets. **MAC and online-based services (such as Microsoft Excel online, OneDrive, or Google Sheets) should NOT be used to open the Tracking Sheets.**
- b. On computers using **Microsoft Office 365**, the 'Enable Macros' ribbon is no longer available. To enable macros – as shown in Figure 1 – one should:
  - i. Make sure the file is closed
  - ii. Right-click on the file > Select Properties
  - iii. Tick **Unblock** at the bottom of the General Tab
  - iv. Click Apply > OK.

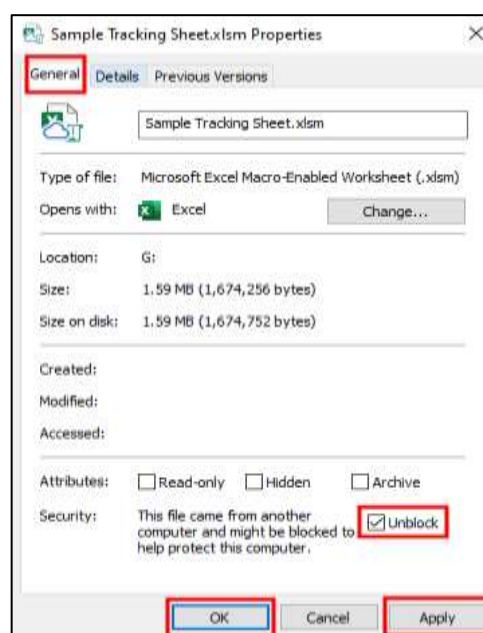


Figure 1

- c. When inputting criteria marks, an **underscore ( \_ )** denotes any criterion which has not been attempted/submitted. It appears automatically after saving a candidate’s record when no mark is entered. When an entire assignment has not been submitted, an underscore ( \_ ) will automatically appear for all criteria, and as a total, after saving the candidate’s record.
- d. When inputting criteria marks, a **zero (0)** mark should denote an attempt which did not satisfy the criterion requirements. This also applies in cases when candidates return an assignment with no answers or no valid work.
- e. In the Controlled assessment, **ABS** should only be inputted as a mark in all criteria for candidates who were absent for an **approved justified reason. Supporting documented evidence should be kept by the school and presented to MATSEC upon request only.**
- f. The Tracking Sheet version which would have been **locked by the EV during the March 2026 visit** should be the one used to input the marks of the subsequent assessment/s.

**6. EXTERNAL VERIFICATION VISITS**

The following **TWO** external verification visits are planned:

<b>March Visit</b>	from <b>Monday 2 March</b> to <b>Friday 20 March</b>
<b>June Visit</b>	from <b>Monday 25 May</b> to <b>Wednesday 10 June</b>

In order to facilitate the EV process, it would be greatly appreciated if schools upload the SEC Unit 3 internally verified Assignment 1 and Assignment 2 Briefs, together with the Marking Schemes, through this link (<https://um.edu.mt/matsec/schoolsupload>) by **Friday 6 February 2026.**

The necessary SEC Unit 3 material should be prepared by the school and made immediately available to the external verifier on the day, to ensure the proper conduct of each visit which shall focus on the following aspects:

- March Visit:**
- 1) Previous-visit EV Report
  - 2) Assignment 1 briefs and marking schemes after internal verification
  - 3) Assignment 1 candidates’ work after the internal verification of assessment decisions process has been concluded
  - 4) Tracking Sheets complete with Assignment 1 marks
  - 5) Assignment 2 briefs and marking schemes after internal verification

- June Visit:**
- 1) Previous-visit EV Report
  - 2) Assignment 2 candidates’ work after the internal verification of assessment decisions process has been concluded
  - 3) Controlled assessment candidates’ work after the internal verification of assessment decision process has been concluded
  - 4) Tracking Sheets – **locked during the March 2026 visit** – complete with all assessment marks

As per MATSEC’s clarification communication dated 13 January 2023, the Masterfile for Vocational Subjects no longer needs to be presented for any external verification visit.

**It is very important that during each EV visit, the marks recorded in the tracking sheets after being locked by the external verifier, are checked to ensure that these are correctly being reported for ALL candidates as also shown on the printed External Verification Assessment Sampling Sheet.** Administrative fees will apply for any changes that MATSEC might consider accepting after the EV visit has been concluded.

May we also kindly remind schools to directly contact MATSEC for any MATSEC assessments-related issues encountered before or after the EV visit date, rather than the external verifiers themselves.

## 7. SEC UNIT 3 CONTROLLED ASSESSMENTS 2026

SEC Unit 3 Controlled assessments will be held on the following dates, as also published in the MATSEC Main Session 2026 Timetable:

<b>Tuesday 14 April 2026</b>	Media Literacy Education
<b>Wednesday 15 April 2026</b>	Hospitality
<b>Thursday 16 April 2026</b>	Agribusiness Fashion and Textiles
<b>Friday 17 April 2026</b>	Retail
<b>Monday 20 April 2026</b>	Information Technology
<b>Tuesday 21 April 2026</b>	Engineering Technology Hairdressing and Beauty
<b>Wednesday 22 April 2026</b>	Health and Social Care

All assessments should start at **10.00 am** and are 90 minutes long.

You are kindly asked to take all the provisions necessary for the smooth running of these assessments in your school. Invigilators and support staff required for access arrangements will be provided by the Examinations Department. MATSEC will be communicating accommodation details to Heads of School in due time.

May we remind you that school teachers are not to invigilate their students. Similarly, LSEs who are assigned to Vocational subjects students during the scholastic year, are not to stay with them during these assessments.

**Kindly note that only students who are officially registered with MATSEC as Vocational subjects candidates should be allowed to sit for the Controlled assessment.**

MATSEC should be immediately informed by the Head of School of any issues or irregularities encountered during the preparation (such as the provision of access arrangements) and the actual running of Controlled assessments (such as candidates' malpractice).

## 8. UNIT 3 RESULTS FOR SCHOLASTIC YEAR 2025-2026

The mark achieved by candidates in Unit 3 by the end of scholastic year 2025-2026 will not be final, given the reduction in content as per communication dated 19 September 2022. Hence, in July 2026, MATSEC will be communicating to schools the results (Pass/Synoptic) of SEC Unit 3 following the pro-rating exercise.

Schools are to communicate these results to candidates in time for those who are eligible and wish to register for a synoptic in 2026, to be able to do so.

The conditions for Unit Achievement are detailed in the SEC 2019 Policy Document.

## 9. MAIN SESSION 2026 APPEALS AND SUPPLEMENTARY SESSION (SYNOPTIC) 2026 REGISTRATION

**Synoptic 2** registrations for **SEC Unit 2** by candidates who are currently in Year 11, and for **SEAC Unit 3** by candidates who were in Year 11 last year, will only be accepted in-person at MATSEC as follows:

**Wednesday 7 January to Friday 9 January 2026**

from **07:30 till 12:00 noon** and from **13:15 till 16:00**.

Candidates are required to present their ID Card/Passport.

Registrations by Gozo candidates will be received at the University Gozo Campus, Xewkija.

**LATE REGISTRATIONS FOR THIS UNIT MAY BE ACCEPTED AFTER THIS PERIOD ONLY IN SOME SUBJECTS, AND AGAINST PAYMENT OF AN ADMINISTRATIVE FEE.**

Registration for Main Session 2026 Unit 3 Appeals and 2026 Synoptics (**apart from Synoptic 2 of SEC Unit 2 and SEAC Unit 3 as per above**) will be received from **07:30 till 12:00 noon** as follows:

*Main Session Appeals*

**Monday 17 August to Wednesday 19 August 2026**

A fee of EUR 35 (payable by card or cheque) per Subject Unit applies.

No late registrations for appeals will be accepted.

*Synoptics*

**Monday 17 August to Wednesday 2 September 2026**

Late registrations will only be accepted against payment of a fee of EUR 35 (payable by card or cheque) per Subject Unit from Thursday 3 September to Friday 4 September 2026 noon.

Candidates are required to present their ID Card/Passport. Registrations by Gozo candidates will be received at the University Gozo Campus, Xewkija. Further details will be published by MATSEC in due time.

**As per usual practice, synoptic assessments of SEC and SEAC vocational subjects for the 2026 Supplementary Session will be held towards the end of October – beginning of November 2026.** This also applies to candidates who will be registering in January 2026, during the announced period, for their second synoptic assessment of SEC Unit 2 (cohort 2026) and SEAC Unit 3 (cohort 2025).

The specific dates and times of the synoptic assessments will be posted to candidates as part of their individual timetable in October 2026.

We take this opportunity to thank you for your cooperation whilst wishing a fruitful year to the entire school community.