



**L-Università  
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**MATSEC  
Examinations Board**

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**From:** Mr Dario Pirotta  
Director, MATSEC

**To:** College Principals  
Heads of School

**Subject:** Using the MATSEC Portal to register candidates for EAAs and Submission of Continuous Assessment Marks [Coursework/SBA]

**Date:** 3 October 2024

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All MATSEC new registrations will be done through the MATSEC Portal, whether these are by candidates and schools, for subject assessments and for Examination Access Arrangements. Starting in the 2025 First/Main Session, MATSEC will accept marks from schools through our online Portal (except for SEC Vocational Subjects and AM Computing). A link to access the Portal together with guiding documentation is available on [www.um.edu.mt/matsec/register](http://www.um.edu.mt/matsec/register).

Some Post-Secondary Institutions may be new to our online system. We encourage you to create school user accounts as soon as possible. If you require any assistance with this process, please contact us at [registrations.matsec@um.edu.mt](mailto:registrations.matsec@um.edu.mt) and provide the name, surname, ID card number, date of birth, and email address of the user/s.

The MATSEC Portal allows schools to:

- View students assigned to your school through the Reporting function.
- Register candidates for EAA through the Import function.
- Submit Form A for EAA candidates through the Access Arrangements function.

Form A may be submitted for registered candidates by their school or by candidates themselves (for private candidates). Form A for candidates who are sitting for examinations in that year may be submitted during the subject registration periods while those for candidates of future sessions (Year 9 and 10) may be submitted until the 31 January.

As soon as a candidate registers for examinations, the indicated school receives an email with the candidate's information. The candidate's information also becomes available on the Portal. When EAA have been granted to a candidate, an email with the decision is sent to the candidate and associated school/s.