



L-Università
ta' Malta

MATSEC
Examinations Board



Moderation Panel Guide to the MATSEC Portal

2026

TABLE OF CONTENTS

A.	Logging Into the MATSEC Portal as a member of a Moderation Panel	2
B.	Moderation Flow and Status	2
C.	Head Moderator (Chairperson) Tasks	3
	Setting up of a Moderation Panel	3
	Reviewing Moderation Reports	4
D.	Moderator Tasks	5
E.	The Moderation Report	6

A. Logging Into the MATSEC Portal as a member of a Moderation Panel

A.1 The MATSEC Portal is accessed through www.um.edu.mt/register. Go to MATSEC Portal and login using your e-ID credentials.

The image shows two parts of the MATSEC portal. On the left is the registration page with a 'Register' button and a 'Go To MATSEC Portal' button. On the right is the login page with 'e-ID Login' and 'MATSEC' buttons. A central image shows graduates celebrating.

A.2 If you are set as a member of a MATSEC Moderation Panel in the MATSEC Portal, you will have a 'Continuous Assessment' option on the menu on the left-hand side.

A.2.i If you are a Moderator and this option is not available, contact the subject chairperson.

A.2.ii If you are a Head Moderator (Chairperson) and this option is not available, contact the respective MATSEC Subject Area Officer/s.

B. Moderation Flow and Status

B.1 In the Head Moderator Continuous Assessment section each row represents as school/subject moderation instance. The status may be:

B.1.i Pending Submission to Chairperson – Moderator is carrying out moderation and is to submit the report to the Head Moderator.

B.1.ii Pending Submission to MATSEC – Moderator has finished moderation and provided a draft report, which the Head Moderator should review.

B.1.iii Rejected by Chairperson – The report originally submitted by the Moderator/s has been pushed back to the Moderator/s for a review and changes.

B.1.iv Rejected by MATSEC – The report submitted by the Head Moderator to MATSEC has been pushed back to the Head Moderator for a review and changes.

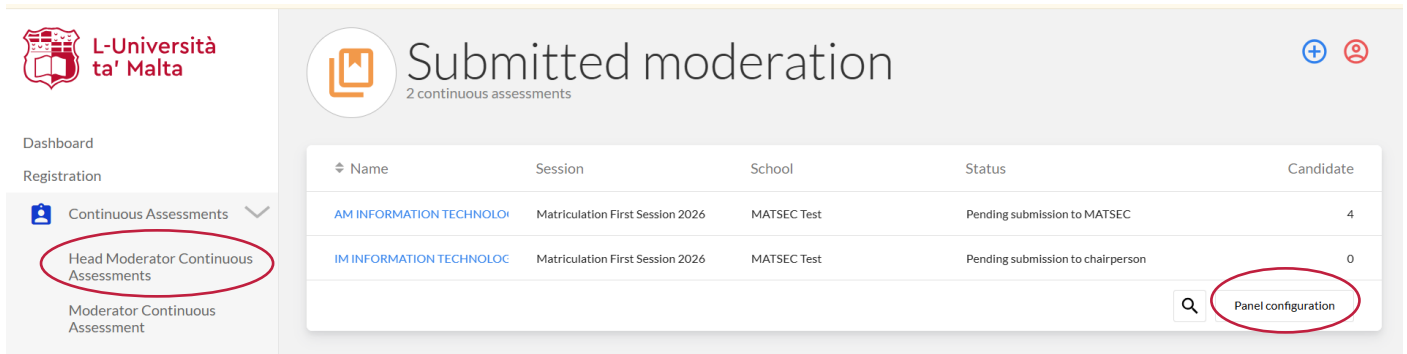
Dashboard		Registration				
Registration		Name	Session	School	Status	Candidate
<input checked="" type="checkbox"/>	Continuous Assessments	AM INFORMATION TECHNOLOI	Matriculation First Session 2026	MATSEC Test	Rejected by chairperson	4
	Head Moderator Continuous Assessments	IM INFORMATION TECHNOLOC	Matriculation First Session 2026	MATSEC Test	Pending submission to chairperson	0

Panel configuration

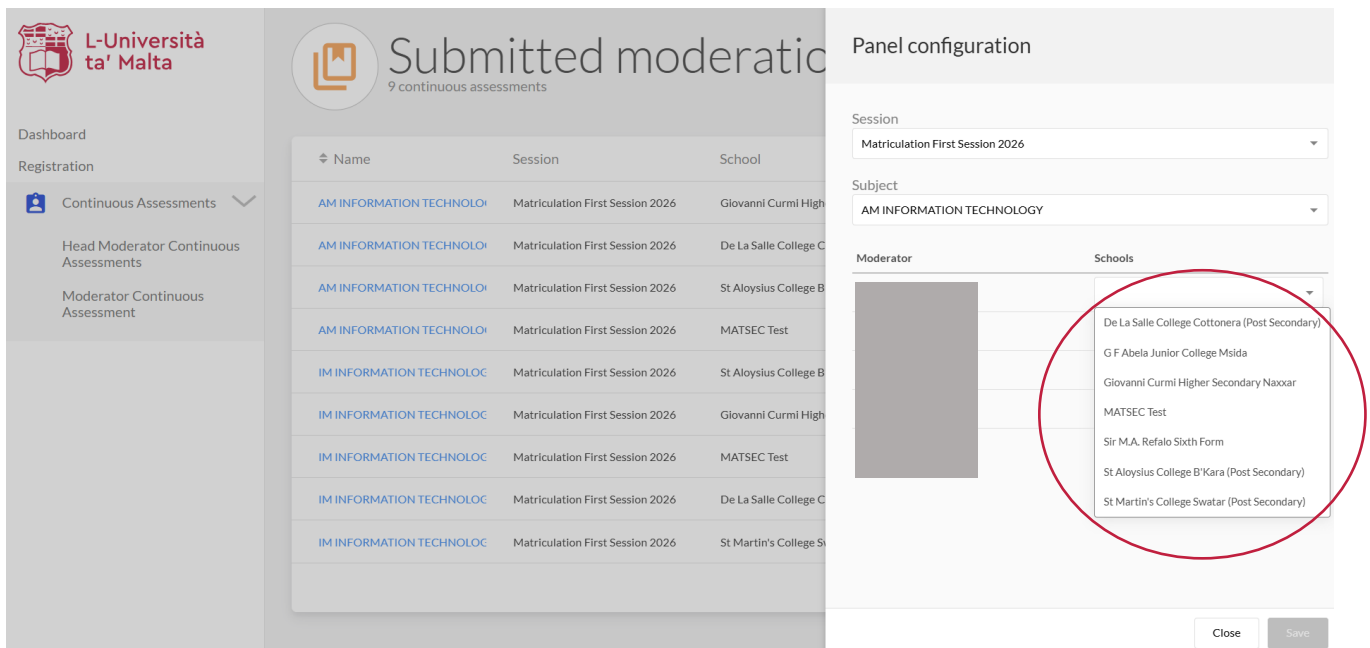
C. Head Moderator (Chairperson) Tasks

Setting up of a Moderation Panel

- C.1 For a school to be selected for moderation and be able to upload candidates' work, a Moderator must be associated with that school.
- C.2 Go to Head Moderator Continuous Assessment from the menu (situated under Continuous Assessments).
- C.3 Open Panel Configuration (see picture below).



- C.4 For each Moderator select one or more schools from the drop-down menu. The same school can be associated with multiple Moderators (see picture below).



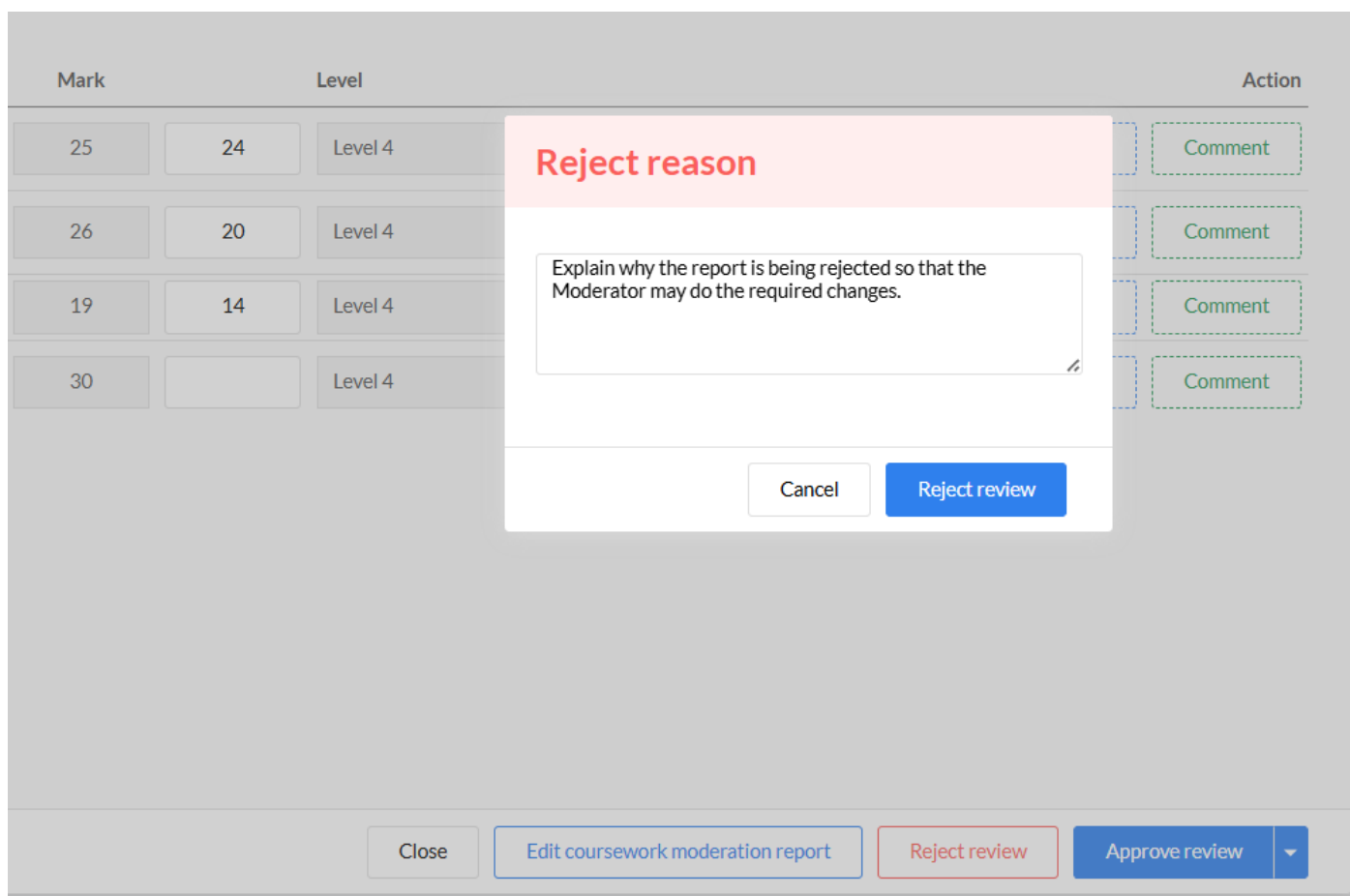
Reviewing Moderation Reports

- C.5 On reviewing a moderation report, the Head Moderator may:
- C.5.i Make changes to candidates' marks or the moderation report and either
 - C.5.ii Approve the report and submit it to MATSEC or
 - C.5.iii Reject the report back to the Moderator/s for changes (see picture below).

The screenshot shows the AM INFORMATION TECHNOLOGY portal interface. On the left is a navigation menu with 'Continuous Assessments' selected. The main area displays a table for 'AM IT Project' with columns for Candidate, Mark, Level, and Action. The 'Mark' and 'Level' columns are circled in red. The 'Action' column contains 'View work' and 'Comment' buttons. At the bottom, a row of buttons includes 'Close', 'Edit coursework moderation report', 'Reject review', and 'Approve review', with the latter three buttons circled in red. On the right, a 'Submission checklist' shows various metrics like 'Missing marks' and 'Missing levels' all at 0, and 'Selected for moderation' as 'AM IT Project'.

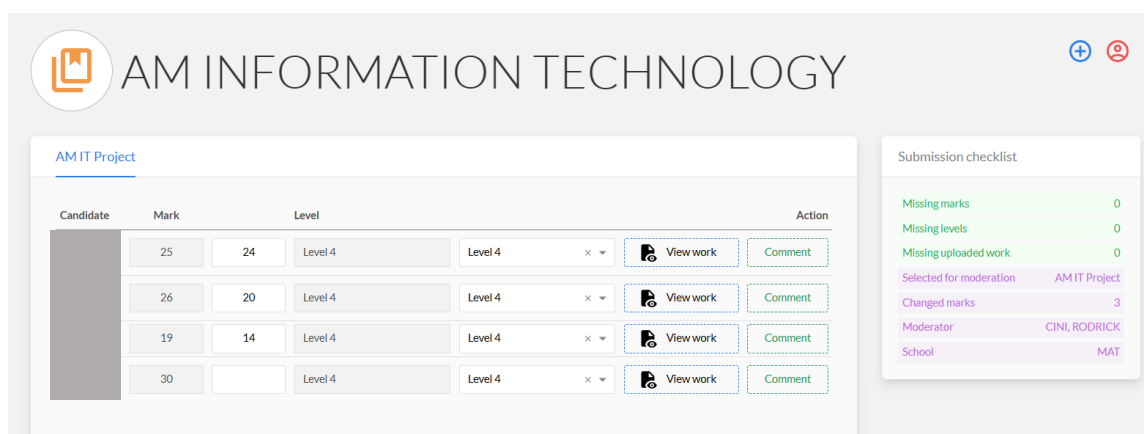
Candidate	Mark	Level	Action
	25	24	Level 4
	26	20	Level 4
	19	14	Level 4
	30		Level 4

- C.6 Similarly, MATSEC may push back a moderation report to the Head Moderator for changes.
- C.7 A reason for rejection of a moderation report is compulsory.
- C.8 Communication between the moderation panel members is expected especially in the case of a rejected report.
- C.9 For a rejected report, a change must be done for the Moderator/Head Moderator to be able to submit the report again.
- C.10 Once a report has been reviewed, it must be Approved (blue button) so that it is submitted to MATSEC.



D. Moderator Tasks

- D.1 Coursework/Portfolio marks will be visible to the moderator once the school upload period closes.
- D.2 Marks are to be inputted in the white cells (third column), only if there is a change in mark. Otherwise, the white cells should be left empty. Similarly, the Level (fifth column) only needs to be chosen for candidates whose mark has been changed.



- D.3 A comment (seventh column) only needs to be inputted for candidates whose mark has changed, specifying the reason for such a change.
- D.4 Progress may be saved (save draft) for later. Once the Submit Review button is clicked, the report will be pushed to the Chairperson and no longer be visible or editable to the Moderator.



- Dashboard
- Import
- Registration
- Reporting
- Administration >
- Continuous Assessments >
 - Moderator Continuous Assessment
 - School Continuous Assessments
- Access Arrangements >

AM IT Project

Candidate	Mark	Level	Action
25	24	Level 4	Level 4 × View work Comment
26	20	Level 4	Level 4 × View work Comment
19	14	Level 4	Level 4 × View work Comment
30		Level 4	Level 4 × View work Comment

Close Edit coursework moderation report Submit review Save draft

Submission checklist

Missing marks	0
Missing levels	0
Missing uploaded work	0
Selected for moderation	AM IT Project
Changed marks	3
Completed report?	Yes
School	MAT

E. The Moderation Report

- E.1 The moderation report moves with the moderation flow – it can be edited by the Moderator, Chairperson, and MATSEC within each respective period
- E.2 This may be accessed by clicking ‘Edit coursework moderation report’.
- E.3 If a school is moderated by more than one Moderator, the moderation report for that school is shared. Submission by one Moderator means submission by the whole team with which that school has been associated.
- E.4 Moderation reports are made available to the school on the MATSEC Portal.

AM INFORMATION TECHNOLOGY - Coursework Moderation Report

General Criteria

Marking schemes are used. Yes No

Marks are awarded fairly. Yes No

Coursework follows a suitable format as indicated in the syllabus and/or official MATSEC communication. Yes No

Coursework contains evidence of candidates' authentic work (no long extracts of dictated, downloaded, or copied material). Yes No

Subject Specific Criteria

The coursework documentation is presented as a word-processed document including sections and sub-titles. Yes No

The coursework includes documentation of both Assignments: (Assignment 1 - Web Design and Assignment 2 - Programming and Database). Yes No

Assignment 1 and Assignment 2 are graded out of 100 and 200 marks respectively. Yes No

The Web Design assignment includes the sections outlined in the syllabus (Webpage Requirements, Design, Implementation, Evaluation and Appendix). Yes No

The Database and Programming assignment includes the sections outlined in the syllabus (System analysis and problem formulation, Client Requirements, Database Design, Programming Design, Implementation, Testing, Evaluation, Appendix, Quality Assurance: Overall Objectives and Quality of Assignment). Yes No

Snippets of code or relevant screenshots accompany every description to highlight the use of each feature in the assignment. Yes No

A copy of the code for the programming part and the database of Assignment 2 are provided. Yes No

Assignment marks are awarded according to the specification in the syllabus. Yes No

Moderator comment

comment: change of comment by chair - test.
No further changes

Close Save