

Terms and Conditions: Setter

1. Definitions and interpretations

These terms and conditions are agreed upon by the service provider and the University of Malta for the provision of services by the service provider to MATSEC as part of the University of Malta.

- 1.01. The **service provider** means the individual who is engaged for the provision of services to MATSEC as stated in these terms and conditions.
- 1.02. **MATSEC** refers to the Matriculation and Secondary Education Certificate Examinations Board within the University of Malta of Msida MSD 2080 duly represented by the Rector.
- 1.03. **Services** means the tasks, duties and deliverables set out in this document.
- 1.04. In the acceptance of these **terms and conditions**, the service provider is entering into this **agreement** as a self-employed independent service provider and shall not be entitled to any benefits offered to employees of the University of Malta. The service provider is not an employee, agent, officer, or director of MATSEC or the University of Malta. Nothing in this agreement creates any such relationship. The service provider has no authority to represent MATSEC or the University of Malta and must not claim to represent MATSEC or the University of Malta or enter into any commitments on behalf of MATSEC or the University of Malta. MATSEC is not the employer of the service provider and nothing in this document aims to create such a relationship.
- 1.05. A **third party** is an individual who is not part of these terms and conditions.
- 1.06. For the avoidance of doubt, all information disclosed between MATSEC and the service provider for the services shall be deemed to be confidential information whether MATSEC has marked the information as confidential or not. Confidential information includes, but is not limited to, the following, if provided:
- i) Examination scripts of candidates;
 - ii) Examination paper, marking scheme, and rating scale;
 - iii) Information distributed among examiners through meetings and/or seminars in relation to the services;
 - iv) Knowledge and information related to the business and affairs of MATSEC;
 - v) Composition of examination panels and/or identity of service providers offering their services to MATSEC;
 - vi) Information on Grade Boundaries. The Chairperson of the marking panel is to ensure that this information is not communicated to other members of the marking panel.

2. Obligations of the Service Provider

- 2.01. The service provider agrees to make themselves available to carry out the services at the required period and by the stated deadlines.
- 2.02. The service provider agrees that, for the duration of the services, they shall be residing in Malta and able to undertake the services from a location in the Maltese Islands.
- 2.03. The service provider may not engage a third party to fulfil the services.
- 2.04. The service provider may provide their services to third parties during the currency of these terms and conditions as long as these do not lead to any conflict of interest with MATSEC's business or any of the obligations stated in these terms and conditions. The service provider is to inform MATSEC of their current or planned commercial or non-commercial activity and/or other interests which may be of relevance to, or bear upon the, work, operations, reputation and business of MATSEC. MATSEC will reply in writing whether the indicated activity or interests constitute a conflict of interest. This determination shall be final and binding to both parties.
- 2.05. The service provider acknowledges the importance of completing the services to quality standards as set by MATSEC through this document, official documentation, and key meetings. MATSEC official documentation includes the guidebooks made available in the Examiners section of the MATSEC website, namely:
- i) Syllabus Panel: Guidelines
 - ii) Marking: Issues and Procedures
 - iii) Paper Setting: Procedures and Good Practices
 - iv) Glossary of Terms
- 2.06. The service provider confirms that they have sufficient time to complete the services. Where employer's consent or leave from employment is required, the service provider confirms that these and other necessary arrangements have been made.
- 2.07. If subject-specific dates (e.g. oral examinations for oral examiners, the day of written examinations for Chairpersons and Reviewers) are communicated by MATSEC and the service provider is unavailable (e.g. in case of ill-health), they are to inform MATSEC at their earliest possibility via email.
- 2.08. In case of ill-health during these dates, the service provider is to advise MATSEC at their earliest.
- 2.09. In case of oral or practical examinations, the service provider confirms that they will keep to the timeframe allocated for the duration of the examination.
- 2.10. The service provider warrants that they have the necessary subject expertise and knowledge necessary to fulfil the services.

- 2.11. The service provider warrants that they have the necessary IT skills and equipment necessary to fulfil the services. As a minimum, such equipment includes a personal computer or laptop with a Microsoft operating system, an internet connection, and Microsoft Office. The service provider agrees that work undertaken in an electronic format shall not be performed in a public place and/or connected to a public network.
- 2.12. The service provider agrees to contact MATSEC at their earliest in the occurrence of any event which might have a negative effect on MATSEC and/or the trustworthiness of the examination process. In such circumstances, the service provider agrees to comply with MATSEC's instructions to mitigate these effects.
- 2.13. Where the services have been delayed, the service provider is to notify the Chairperson of the Marking/Setting Paper and/or MATSEC promptly in writing, specifying the reason for this delay and stating the anticipated delay. MATSEC reserves the right to terminate this agreement under these circumstances.
- 2.14. The service provider warrants that they have disclosed to MATSEC any information which potentially constitutes a breach of any of the stated terms and conditions prior to commencing the delivery of services and that they shall notify MATSEC immediately of any potential breach of any of the terms and conditions which regards them directly or indirectly.
- 2.15. The service provider warrants that all examination material produced is the property of MATSEC and shall not be passed to third parties. All material used in examination venues shall be returned to the Head of Centre immediately after that particular session.
- 2.16. The service provider agrees that the use of mobile phone and/or any photographic devices is strictly forbidden.
- 2.17. Service providers within examination centres warrant that where a candidate is known to the service provider, they will advise the Head of Centre/Invigilation staff.
- 2.18. This agreement shall be governed by the laws of Malta. In the event of any dispute between the Parties, the Parties agree to attempt to reach an amicable settlement in good faith within three weeks when a dispute has been lodged by any of the parties. Should an attempt to reach an amicable settlement be unsuccessful within this timeframe, the Parties agree to resort to arbitration in terms of Chapter 387 of the Laws of Malta.

3. Services of the Paper Setting Panels

3.01. MATSEC paper setting panels consist of:

- i) A chairperson of the paper setting panel;
- ii) Paper setters;
- iii) Reviewer.

3.02. Paper setters shall be responsible for the following services:

- i) Liaising with the chairperson to ensure the timely handing over of the items, marking schemes and other supporting documentation;
- ii) Write examination items for the areas indicated by the chairperson;
- iii) Develop fair and accurate marking schemes for the examination items;
- iv) Produce items that are in accordance with the syllabus content and that fulfil the requirements of the scheme of assessment;
- v) Produce items that reflect the level and standard expected, using language that is clear, correct, and unambiguous;
- vi) Ensure that the items produced have been correctly worked out and have been tested;
- vii) The produced items are free all forms of bias which are not relevant to the subject examination.

3.03. The reviewer shall be responsible for the following services:

- i) Liaising with the chairperson to ensure the timely handing over of the examination items, marking schemes and other supporting documentation for the reviewing exercise.
- ii) Reviewing draft examination items as presented by the chairperson to ensure that:
 - (1) The general standard of the examination items is satisfactory;
 - (2) The readability of the examination items, in terms of both layout and language, is fair;
 - (3) The examination items are free of all forms of bias which are not relevant to the subject examination;
 - (4) The examination items are free of ambiguity resulting in candidates not having a clear picture of what is intended by the question which may be caused by, for instance, the use of difficult or unnecessary words, incomplete information, or unclear diagrams or pictures;
 - (5) The weighting of each section is as stated in the syllabus;
 - (6) The questions are fair, reasonable, within the syllabus, and free of bias;
 - (7) The examination paper is balanced in terms of the subject syllabus, meaning that the questions target different parts of the syllabus;
 - (8) All required information, both general and that specific to questions, is clearly provided;
 - (9) The examination paper reflects the subject syllabus in its entirety;
 - (10) All calculations and questions are workable with the given information;

- (11) The examination paper is of sufficient length and challenge to be workable by the expected average candidate in the given timeframe;
- (12) Parallel option questions, where present, are of comparable difficulty and take approximately the same time to complete.
- iii) Reviewing draft marking schemes for the draft examination papers as presented by the chairperson to ensure that:
- (1) Marking schemes are clear, unambiguous, and provide general instructions to markers such that they may be easily followed;
 - (2) Marking schemes are consistent with the respective subject syllabus;
 - (3) Marking schemes provide a rationale for mark awarding through a list of expected acceptable and unacceptable answers or otherwise;
 - (4) Marking schemes account for the smallest division of mark indicated in the examination paper;
 - (5) Marks allocated for individual questions are fair in terms of the importance of the topic and the quality of the response expected from the candidate;
 - (6) The total marks of an examination paper add up to the total marks allocated to that paper as indicated in the syllabus.
- iv) Clearly noting suggestions in the examination papers and marking schemes and discussing these changes with the chairperson to ensure their clear communication.
- v) Completing the Review checklist provided by MATSEC and returning this completed checklist to the chairperson.

4. Payment and Fees

- 4.01. Paper setters shall be remunerated based on the level and on the number of examination papers and associated marking schemes for that subject examination. The rate shown below shall be divided amongst paper setters.
- i) SEC: €240.00 per paper
 - ii) IM: €275.00 per paper
 - iii) AM: €300.00 per paper
- 4.02. The stated payment shall be payable to the service provider once all services have been provided to a satisfactory standard.
- 4.03. A remittance slip will be issued with each payment for the services offered in each examination session, setting out the gross fee.
- 4.04. Income tax and NI contributions are the responsibility of the service provider.

- 4.05. Travel expenses can be claimed only by service providers travelling between Malta and Gozo. Reimbursement, where authorised by MATSEC, will be made at current MATSEC rates in accordance to current MATSEC practice. For this purpose, the ferry ticket (for one foot passenger or one vehicle with driver) has to be presented at MATSEC by no more than 30 days after the service.
- 4.06. Service providers travelling by car for their services to MATSEC do so entirely at their own risk. They may check that their own car insurance covers such travels. MATSEC shall not accept claims in respect of any liability arising directly or indirectly from such use.
- 4.07. The service provider shall be responsible for the provision and maintenance, at their own expense, of any technology, telephone, computer and/or other facilities and equipment required for the appropriate delivery of the services.
- 4.08. If at any one time it results that a service provider owes an amount to MATSEC, the parties agree that this payment will be reimbursed to MATSEC within an agreed time between the parties.
- 4.09. The service provider must provide required details to MATSEC including valid IBAN number and SWIFT code.

5. Confidential Information

- 5.01. The service provider undertakes not to use the Confidential Information for any purpose except the services, without first obtaining the written agreement of MATSEC.
- 5.02. The service provider shall not use the Confidential Information or information derived from it to undermine MATSEC's business or otherwise harm its reputation.
- 5.03. The service provider undertakes to keep the Confidential Information secure and not to disclose it, excerpts of it, or information derived from it to any third party. The service provider will be responsible for the security of any confidential information at all times, including material on personal computers, memory sticks, compact discs, or cloud storage.
- 5.04. The service provider undertakes not to publicise or make any public announcement or other statement in respect to their services or MATSEC business. The service provider's service with MATSEC may only be identified, e.g. for the purpose of a curriculum vitae, following written approval from MATSEC. The service provider must not discuss the services with third parties, online, or on social media and networking sites.
- 5.05. These terms and conditions apply to all of the information disclosed by MATSEC to the service provider, regardless of the way or form in which it is disclosed or recorded but they do not apply to:
- i) any information which is or in future comes into the public domain (unless as a result of the breach of these terms and conditions); or
 - ii) any information which is already known to the service provider and which was not subject to any obligation of confidence before it was disclosed to the service provider by MATSEC; or

- iii) any information obtained by the service provider from a third party with a valid right to disclose such information, provided that said third party is not under a confidentiality obligation to MATSEC; or
- iv) any information which was independently developed by the service provider without reference to the Confidential Information as shown by service provider's written records.

5.06. MATSEC undertakes several safeguards to ensure the anonymity of Confidential Information which regards third parties. The service provider shall not override or seek means to override these safeguards. The service provider undertakes to report any candidates suspected of seeking means to override these safeguards and reveal their identity. The service provider agrees to adhere to and respect the parameters of strict confidentiality for the services.

5.07. The service provider must not communicate matters related to the service or confidential information directly with any centre, school, teacher, candidate, or other stakeholder besides MATSEC. Any communication received from any stakeholder relating to the service provider's service or the confidential information must be forwarded to MATSEC.

5.08. The service provider will, on request from MATSEC, by the date of termination of this agreement as stated in the Duration and Termination section of this document, or by termination of this agreement howsoever arising, return all copies and records of the Confidential Information and will not retain any copies or records of the Confidential Information. This includes electronic files containing confidential information or information derived from it, such as, for example, candidate marks stored in excel files or diagrams used for question setting.

5.09. On completion of the services, the service provider is to inform MATSEC of the completion of the services and seek means to return all the Confidential Information.

5.10. Nothing in this Declaration will prevent the service provider from making any disclosure of the Confidential Information required by law or by any competent authority, provided that, in the event that such a disclosure is required, the service provider shall promptly notify MATSEC.

5.11. The service provider agrees to provide MATSEC with any information it requires for the purpose of performing its functions and to inform MATSEC of any changes in this information. This includes personal details of the service provider which shall be used for the purpose of:

- i) complying with MATSEC's statutory obligations;
- ii) processing this agreement including making payments to the service provider;
- iii) contacting the service provider as part of MATSEC's administrative tasks.

5.12. All personal details of the service provider besides name, surname, qualifications and contact information shall be deleted following the delivery of the services. These other details shall be kept by MATSEC for the sole purpose of contacting the service provider for the

provision of other services in the future. These details will be deleted as well should the service provider request their deletion.

6. Intellectual Property Rights

- 6.01. Neither these terms and conditions nor the supply of any information grants the service provider any licence, interest or right in respect of any intellectual property rights of MATSEC.
- 6.02. All intellectual property rights in all material developed by the service provider in relation to the service shall be property of MATSEC. These include, but are not limited to, any questions, drawings, mark schemes, examiner's reports, or written advice.
- 6.03. The service provider guarantees that the services provided are exclusively those of MATSEC and have not been copied, wholly or in part, from any other work or material and that no third party has been involved in their production.

7. Duration and Termination

- 7.01. The service provider undertakes these terms and conditions as of the date when the MATSEC online application has been submitted and shall terminate **one (1) year** later. All undertakings of confidentiality as stated in the Confidential Information section will continue in force following the services and shall not expire unless written consent is given by the Director of MATSEC.
- 7.02. This agreement supersedes any previous agreement between the service provider and MATSEC for the same services. This agreement may coexist with other agreements between the service provider and MATSEC for different services.
- 7.03. Beyond the period set out in these terms and conditions:
- i) MATSEC is under no obligation to offer further invitations to the service provider to offer services;
 - ii) the service provider is under no obligation to offer further services to MATSEC.
- 7.04. This agreement may be immediately halted by either party if the other party commits any breach of any of the terms and conditions.
- 7.05. MATSEC reserves the right to terminate this agreement with immediate effect and without any liability to the service provider if:
- i) the service provider has breached any of the stated terms and conditions;
 - ii) the service provider's performance of the services, of which MATSEC shall be the only arbiter, is considered unsatisfactory;
 - iii) the service provider does not comply with the deadlines as communicated by MATSEC;
 - iv) the service provider has acted in any way which could bring MATSEC into dishonour;

- v) the service provider is convicted of, or is the subject of any investigation of, a criminal offence punishable by imprisonment which might affect their position as a service provider;
- vi) a legal or regulatory authority directs, instructs or gives advice that MATSEC terminates this agreement;
- vii) the continuation of this agreement will cause MATSEC to be in breach of any laws or regulatory requirements to which it is subject.

7.06. The service provider may terminate this agreement by giving a minimum of 90 days' notice to MATSEC and stating the reason(s) for such termination.

7.07. The termination of this agreement, howsoever arising, shall be without prejudice to any claims that either party may have for damages arising from any breach of these terms and conditions by the other party.

8. Eligibility and conflict of interest

8.01. The service provider verifies that they have not given, accepted, offered, or agreed to give, accept or offer any form of inducement for doing or refraining from doing any act in relation to the completion of the services. The service provider should not do anything which might give the impression that they have done any of the above.

8.02. Members of Paper Setters panels shall not be eligible to take part in the workings of the panel for a particular session of examinations if:

- i) they are related to a candidate by consanguinity or by affinity to the third degree inclusive; or
- ii) they have been, at any time during the twelve months before the examination concerned, guardians of a candidate; or
- iii) they have been, at any time during the twelve months before the examination concerned, teachers or any of the candidates in the subject and level of examination or a closely related subject; or
- iv) they have given, at any time during the twelve months before the examination concerned, private tuition in the subject and level of examination or a closely related subject; or
- v) they are related to the first degree to any person who teaches candidates taking the subject at that level; or
- vi) they are in a relationship with a candidate sitting for the concerned examination or with a person who is related to a candidate by consanguinity or by affinity to the third degree inclusive sitting for the concerned examination.

8.03. Members of Markers' Panels shall not be eligible to take part in the workings of a panel for a particular session of examinations if:

- i) they are related to a candidate by consanguinity or by affinity to the third degree inclusive; or
- ii) they have been, at any time during the twelve months before the examination concerned, guardians of a candidate; or
- iii) they have given, at any time during the twelve months before the examination concerned, private tuition in the subject and level of examination or a closely related subject; or
- iv) they are in a relationship with a candidate sitting for the concerned examination or with a person who is related to a candidate by consanguinity or by affinity to the third degree inclusive sitting for the concerned examination.

8.04. The service provider may not engage, during the term of the services, in any activity which conflicts with any of these terms and conditions. This includes giving private tuition in the subject or a closely related subject or entering into a relationship with a candidate.

8.05. The service provider is to notify MATSEC immediately in writing of any actual or potential conflict of interest.

8.06. MATSEC retains the right to determine whether a conflict of interest exists or not and to act accordingly.

9. Effect

9.01. The failure of either party to exercise or enforce any right or remedy available to that party shall not be construed as a waiver of that party's right or remedy under this agreement.

9.02. If any provision in terms and conditions proves to be invalid or unenforceable, the remainder of the provision in question and other provisions of the terms and conditions shall remain in full force and effect.

9.03. All notices required to be served pursuant to the terms and conditions shall be made in writing to the addresses at the head of this document. This agreement may not be modified.