

Instructions to Apply for Examination Access Arrangements

Please read carefully before applying for examination access arrangements.

To apply for examination access arrangements, the following documentation is to be submitted to MATSEC by the deadline indicated below:

pages 3-5 of this Form A;

the relevant application form according to the impairment for which the application is being made;

all relevant reports, certification and documentation.

Deadline dates for the submission of access arrangements application forms vary. Please always check for deadlines on the MATSEC website. There are three main deadline dates for: 1. First/Main session; 2. Second/Supplementary session; 3. VET controlled assessment (see below).

1. The deadline date for the First/Main session coincides with the deadline for the registration for examinations. This is usually in the beginning of November. Students sitting for SEC and/or SEAC core subjects may apply early in February of Year 10/Form 4.
2. Applications for those sitting for the Advanced and/or Intermediate Matriculation Examinations in the Second Session for the first time must apply by the registration deadline date. The same deadline applies for SEC and SEAC candidates who are sitting for Supplementary examinations and who missed applying for access arrangements before.
3. Year 9/Form 3 candidates who apply for access arrangements for the assessment of vocational subjects at SEC or SEAC level will need to apply by the end of January since the first controlled assessment will be held at the end of Year 9/Form 3. Any assessment updates will have to be carried out from July of the previous year onward (Year 8/Form 2 leading to Year 9/Form 3). This applies for Specific Learning Difficulties (SpLD) and/or ADHD and DCD/Dyspraxia. Those with SpLD and/or ADHD will also need to present a full psychological report based on tests made at any time during their educational career. Access arrangements granted on this basis will be given for all assessments, including SEC and/or SEAC examinations for other subjects at Year 10/Form 4 and Year 11/Form 5. Candidates who do not present an updated report by January will not be eligible for access arrangements.

Late applications for access arrangements will be accepted against a fee and under the same conditions as those for the late Examination Registrations (see the relevant regulations in the Regulations section of the MATSEC website). Late applications will **not be accepted** after 15 February for First/Main Session applications and after the deadline date for Second/Supplementary Session applications.

Data Policy Statement

The University of Malta shall process the information provided in this application form in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act (Chapter 586, Laws of Malta) for the following purposes: to evaluate candidates' request for examination access arrangements; to keep candidates informed about the outcome of their application; to grant candidates any access arrangement/s they are eligible for; and to ensure that any such arrangements are implemented in practice. Processing is based on Articles 6 (1) (a) and 9 (2) (a) GDPR (candidates' consent).

The information provided herein is accessible to University staff members who are required to process it by virtue of their roles and responsibilities. This includes select employees within the University's MATSEC Support Unit, and the University's Access-Disability Support Unit. Where candidates are granted access arrangements, the University will inform the Ministry for Education and Employment's Examinations Department, which is responsible for all logistics relating to MATSEC examinations, about these arrangements so that they may be effected. Exam invigilators engaged by the Examinations Department to supervise examinations will also be informed about candidates' access arrangements. With candidates' explicit permission, and where this is deemed to be in their best or vital interests or the best or vital interests of third parties, such as cases of epilepsy and hearing impairment the University may also inform the Examinations Department of their specific condition/impairment.

The University retains data relating to applications for examination access arrangements until the end of the relevant examination session period. Candidates may request access to their personal data held and processed by the University, may request the rectification of inaccurate data concerning them, and where applicable, may request the erasure of their personal data or restriction of processing, may object to processing, and may request data portability.

Candidates may additionally withdraw their consent to the processing of their personal data as described above by sending an email to **matsec@um.edu.mt**. Candidates are reminded that this processing of their data, including the sharing of information with the relevant entities identified above, is necessary for the provision of the access arrangements service and that the University will be unable to provide this service if the necessary information and/or consent are not provided or are withdrawn.

For queries or concerns relating to the processing of personal data, candidates are welcome to contact the University's Data Protection Officer on **dpo@um.edu.mt** or +356 2340 3233. If candidates consider that the processing of their personal data has been carried out in an unlawful manner, they may lodge a complaint with the Information and Data Protection Commissioner, Malta. For more information regarding the University's processing of personal information concerning MATSEC candidates generally, please see the 'UM MATSEC Examinations Board and MATSEC Support Unit' Privacy Notice available on the MATSEC website.

Form A: General Application Form for Examination Access Arrangements

Please note

School candidates are to have this form filled in and endorsed by their school.

Private candidates are to fill in parts 1, 2, and 5 of this form. If this form is being filled in by a third party on behalf of a private candidate, parts 1, 2, 3, and 5 are to be filled.

1. Examination Level and Year			
SEC	SEAC	INT/ADV	YEAR

2. Candidate's Details			
ID Card No.		Date of Birth	
Surname		Name	
Address			
Locality		Post Code	
Telephone No:		Mobile No:	
Condition/Impairment		Grade/Form	

3. Details of Person filling this Form			
ID Card No.		Contact No.	
Surname		Name	
Title/Role			

4. School Declaration			
I hereby certify that I fully support this application and that all information provided is accurate			
School:		Years	
Duration for which the candidate attended the school:			
I would also like to state that (write here if applicable):			

Signature: _____

Date: _____

School Stamp:



School Exam Access Arrangements	
Please indicate whether the candidate has previously been granted examination access arrangements by the school. Indicate since when the arrangements were granted in the space provided (e.g. 2015-18).	
Extra Time	
Reader	
Prompter	
Communicator	
Exam paper enlarged to A3	
Practical Assistant	
Word Processor	
Supervised rest breaks	
Settling down time	
Relative on call	
Permission to use toilets frequently	
Room with few candidates	
Others please specify:	

Kindly indicate the examination subject and level that the candidate will be sitting for. For SEC subjects, indicate whether the candidate shall be sitting for Paper A or B. For Matriculation Examinations, indicate whether the candidate shall be sitting for the examination at Intermediate (IM) or Advanced (AM) level. This does not replace the candidate's registration for examinations.

[illegible]

5. Applicant Declaration

I, the undersigned _____ hereby authorise the University of Malta to process my personal data contained in this form for the purposes specified in the Data Privacy Statement, and in particular, consent to **(Kindly tick as appropriate)**:

- ☐ The sharing of information regarding my access arrangements with the Ministry for Education and Employment's Examinations Department and the exam invigilators who will be supervising my examination/s so that I may be duly provided with the said arrangements during such examination/s.
- ☐ The sharing of information regarding my condition/impairment with the Examinations Department and the exam invigilators who will be supervising my examination/s where this is deemed necessary in my best or vital interests or the vital interests of third parties.

Name and Surname of Candidate_____
Signature of Candidate_____
Date

(For candidate under 16)

We, the undersigned, legal guardians of _____, hereby authorise the University of Malta to process our son/daughter's personal data contained in this form for the purposes specified in the Data Privacy Statement, and in particular, consent to **(Kindly tick as appropriate)**:

- ☐ The sharing of information regarding our son/daughter's access arrangements with the Ministry for Education and Employment's Examinations Department and the exam invigilators who will be supervising our son/daughter's examination/s, so that s/he may be duly provided with the said arrangements during such examination/s.
- ☐ The sharing of information regarding our son/daughter's condition/impairment with the Examinations Department and the exam invigilators who will be supervising our son/daughter's examination/s, where this is deemed necessary in our son/daughter's best or vital interests or the vital interests of third parties.

Name and Surname of Legal Guardian 1_____
Signature of Legal Guardian 1_____
Date_____
Name and Surname of Legal Guardian 2_____
Signature of Legal Guardian 2_____
Date