

From: Dario Pirotta
Director, MATSEC

To: College Principals
Heads of School

Subject: VET Subjects Masterfile Clarification

Date: 13th January 2023

MATSEC would like to clarify that as from this scholastic year (2022-2023), the Masterfile for VET Subjects **no longer needs to be presented** for any external verification visit.

Only material which is directly related to assessment – as per Communication dated 29th September 2022 and re-proposed in Table 1 hereunder – needs to be presented to the subject external verifier for each running unit and qualification offered.

Table 1: Material for each EV visit
(Extract from the Beginning of Year 2022-2023 Communication)

January Visit:	<ol style="list-style-type: none">1) Previous-visit EV Report.2) Assignment 1 briefs and any related documents.3) Assignment 2 briefs and any related documents (only applicable in instances when the IV process has already been concluded).
March Visit:	<ol style="list-style-type: none">1) Previous-visit EV Report.2) Assignment 1 briefs and any related documents.3) Assignment 1 students' work after the internal verification of assessment decision process has been concluded.4) Tracking Sheets complete with Assignment 1 marks.5) Assignment 2 briefs and any related documents.
June Visit:	<ol style="list-style-type: none">1) Previous-visit EV Report.2) Assignment 2 students' work after the internal verification of assessment decision process has been concluded.3) Controlled assessment students' work (except for SEAC Unit 3) after the internal verification of assessment decision process has been concluded.4) Tracking Sheets locked during the previous visit complete with all assessment marks.

A summary of the Masterfile content requested in previous years for external verification purposes, and that being requested this year, is presented in Table 2 for ease of reference.

Table 2: Comparison of Masterfile Content requested for EV Visits

PREVIOUS YEARS	2022-2023
<i>General Masterfile</i>	<i>General Masterfile</i>
a) Policy Document	Not Requested
b) Latest version of the syllabi being delivered	Not Requested
c) Students' Handbook (prepared by the school)	Not Requested
<i>Subject Masterfile</i>	<i>Subject Masterfile</i>
a) List of students registered with MATSEC	Not Requested
b) Unit distribution plan	Not Requested
c) Scheme of work and Record of work	Not Requested
d) Assignments: assignment brief front sheets, the assignment briefs and marking schemes	Requested
e) Internal verification: assignment briefs verification records and internal verification assessment decisions records	Not Requested – record forms no longer to be filled in at all, except for signatures on Front Sheet.
f) Access Arrangements granted by MATSEC	Not Requested
g) Minutes taken during meetings with students, legal guardian/s and teachers	Not Requested
h) Deadline Extension forms	Not Requested
i) Communication from/to MATSEC	Not Requested
j) External Verification Reports	Requested
k) Result slips signed by the parents/guardians (Appendix 1)	Not Requested
l) Other relevant documentation (e.g. list of staff with access to secure room where exam scripts are stored, actions taken to ensure fair assessment if teacher is related to candidate, report stating which measures have been adopted to ensure no plagiarism occurred, invigilation forms, etc.)	Form (D) only: This would have already been filled in by Examinations Department personnel and passed on to the Head of School only in case of irregularities occurring during the SEC Controlled assessment. Such form (where applicable) will be requested for the June visit only.