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To: College Principals
Heads of School

Subject: MATSEC Assessment - For the attention of teachers of all subjects at SEC,
IM and AM levels

Date: 18th September 2017

The MATSEC Support Unit would like to bring the following to your attention. Kindly circulate amongst all members of staff.

1. IM 10- English syllabus

A decision was taken with regard the IM 10 English Intermediate syllabus, which will be effected in the Academic Year 2018 - 2019 in preparation for the Intermediate English 2019 exam. This modification is pertinent to SECTION C-Literary Awareness. It has been decided that for 2019, one short story from each major theme will be removed (*The Rich Brother*, *Missing Out*, *The Red-Headed League*). The seven stories that will be covered in the syllabus for the IM English 2019 exam are:

- *Mother's help*- Ruth Randall
- *No Place to Park*- Alexander Mc Call Smith
- *The Voyage*- Katherine Mansfield
- *A Devoted son*- Anita Desai
- *The Drover's Wife*- Henry Lawson
- *The Teddy Bear's Picnic*- William Trevor
- *The Rough Crossing*- F. Scott Fitzgerald

2. AM 32- Theatre and Performance

The AM Theatre and Performance scheme of assessment of the Live Theatre Evaluation section of Paper 2 will be modified. There will be two questions in this section, of which candidate will be required to answer **one** in essay form. The following marking scheme for Live Theatre Evaluation will be used:

Understanding of how contemporary theatre conventions and techniques are used.	40 marks
Understanding of how performers, designers, and directors use production values to communicate ideas and meaning to an audience.	40 marks
Knowledge, understanding and appropriate use of specialist vocabulary and terminology related to theatre and performance.	10 marks
Structure and presentation.	10 marks

A specimen paper will be published on the MATSEC website very soon.

3. SEC Vocational Subjects



- Appeals and Synoptic Assessment

Registrations for appeals and synoptic assessments will be accepted at the MATSEC Support Unit or the Gozo Examinations Centre on Wednesday 4th October and Thursday 5th October 2017 from 8:30 am - 12:00 pm and from 1:30 pm - 4:00 pm. Candidates can **ONLY** pay by cheque (payable to the University of Malta). More information about this process can be accessed through the following link:

<http://www.um.edu.mt/matsec/regulations>

In this regard students and their parents/guardians should be informed of the unit mark obtained before the date of registration. The synoptic assessment for all subjects will be held between Wednesday 1st November and Friday 3rd November 2017. Further details will be communicated to students at a later date.

- Registration of new students

Students who will start studying SEC Vocational subjects in Form 3 in the scholastic year 2017-2018 are to register with the MATSEC Support Unit. Registration for the SEC Vocational Subjects can be done online through the following link:

<https://www.um.edu.mt/matsec/applyvoc> between Tuesday 10th - Thursday 19th October 2017.

A registration fee of 15 euro and a subject fee of 21 euro are to be paid upon Late and very late application fees will apply if students decide to register later than this date.

Candidates eligible for an exemption from examination fees are to register online and submit the relevant Waiving of Fees document to the MATSEC Support Unit by the 19th October 2017.

- External Verification visits and Controlled Assessments

The first external verification visit will be carried out between Monday 26th February 2018 and Friday 16th March 2018. During the first external verification visit, external verifiers will review the first assignment for students who are either in Form 3 or in Form 4 and review both assignments of Form 5 students. The second external verification visit will take place between Monday 11th June and Thursday 28th June 2018. During this visit the external verifiers will review the second assignment and the controlled assessment for students who are either in Form 3 or Form 4. The controlled assessment of students in Form 5 will be reviewed in the same month.

The controlled assessments for Form 3 and Form 4 students are going to be held between Monday 28th May and Friday 1st June 2018. The exact dates will be communicated at a later date. The date of the controlled assessment of students who are in Form 5 will be held on Tuesday 10th and Wednesday 11th April 2018.

- Results

As part of our quality assurance procedure a sample of the results that were submitted by schools at the end of the last scholastic year were checked against the results that were submitted by the external verifiers through the external verifier reports. Unfortunately a number of discrepancies were found. Schools are encouraged to check that the results submitted through the result tracking sheet match with the results that are found on the assignment brief front sheets and the results submitted by the external verifier through the external verification report. If any discrepancies are found MATSEC is to be informed by 6th October 2017.



To avoid such a situation in the future, the following procedure should be followed:

- On the assignment brief front sheet, the mark inputted against each criteria should be written to the nearest one decimal point.
 - The result tracking sheet that is sent in the beginning of January shall be filled in before each external verification visit.
 - If marks are changed during the external verification visit, the change should be reflected in both the assignment brief front sheet and in the result tracking sheet.
 - The external verifier should only write the final agreed mark in the external verification report.
 - Once all marks are agreed upon the result tracking sheet should be printed and signed by the external verifier and the teacher and/or the internal verifier.
 - The external verifier will be forwarding to MATSEC copies of the result tracking sheet and the external verification report.
 - Schools are to ensure that marks on the external verification report tally with the result tracking sheets and the assignment brief front sheets. If any discrepancies are found these should be communicated to the MATSEC Support Unit.
- Students' resignation or who have moved to another school.

Schools should inform the MATSEC Support Unit in writing of any students who decided not to continue studying the vocational subject that they had registered for in Form 3 or any students who were transferred to another school. Such communication should reach MATSEC Support Unit by not later than 6th October 2017.

- Students who were absent during the controlled assessment.

Schools that have marked students for the controlled assessment as absent (ABS) in the result tracking sheet should indicate to MATSEC Support Unit in writing whether these students were absent for a justified reason. The SEC Vocational Policy Document states that students who were absent in the controlled assessment for a valid reason shall have the synoptic assessment mark replacing the controlled assessment mark proportionally. Such communication should reach MATSEC Support Unit by not later than 6th October 2017.

4. AM 09 Graphical Communication and AM 15 Engineering Drawing CAD portfolio practical exercises.

The CAD test dates will be as follows:

PRACTICAL TEST 1: 22nd FEBRUARY 2018
PRACTICAL TEST 2: 24th MAY 2018
PRACTICAL TEST 3: 25th JANUARY 2018

Kindly indicate to Ms Leanne Said the number of students taking each test at your school. Ms Said can be contacted on leanne.said@um.edu.mt. All tests start at 10:00 am.

5. SEC32 Physical Education – Activities for Paper I: Practical Skills (Area 1) - 2018 examination session



The activities for Paper I (the practical test paper) of the 2018 SEC32 Physical Education examination session are as follows: Area 1 – Games Hockey, Handball, Football/Netball.

6. IM36 Physical Education

One of the following two sports will be examined in Section A of the 2018 examination paper:

- Rugby Union
- Tennis

7. New syllabi in 2018

The syllabi of the subjects below will be examined for the first time in May 2018:

IM Classical Studies;
IM/AM Economics;
SEC Ethics;
IM Systems of Knowledge;
AM/IM Theatre and Performance.

8. Syllabi currently being revised

The following syllabi are currently being revised. Panel members were nominated by each school sector. Further information about panel members can be obtained from the MATSEC Support Unit.

SEC German;
AM/IM Computing;
AM/IM Biology;
AM/IM Chemistry;
AM/IM German;
AM/IM Home Economics and Human Ecology
AM English.

9. SEC 13 Environmental Studies Coursework 2018

The SEC Environmental Studies Coursework/Project Titles for the years 2019-2021 have been uploaded on the MATSEC website.

10. Examination Typeset

Following previous correspondence on this subject, it has been concluded that Verdana was viewed as the most readable font. As from 2018 all examination papers, with the exception of AM/IM Pure mathematics and AM/IM Applied Mathematics will be set using this font. Sample papers in this font can be viewed on the MATSEC website [<http://www.um.edu.mt/matsec/assessment/specimen>].

11. Access Arrangements

Form 3 students who wish to apply for access arrangements for the assessment of vocational subjects at SEC level need to apply by the end of January 2018 since the first controlled assessment will be held at the end of Form 3. Students who require access arrangements for Specific Learning Difficulties (SpLD) and/or AD(H)D and/or Dyspraxia will need to present a full psychological report based on tests made at any time during their education together with an assessment related to their area of difficulty carried out no earlier than the beginning of July



2017. Access arrangements granted on this basis will be given for all assessments, including SEC examinations for other subjects at Form 4 and Form 5. Students who do not present an updated report will not be eligible for access arrangements.

Access arrangements students applying for SEC examinations from Form 4 or Form 5 for subjects other than SEC Vocational should apply by the 17th November which is also the deadline for registrations for SEC examinations.

12. SEC Italian and French Listening Comprehensions and SEC French Dictation

The SEC Italian listening comprehension, and the SEC French listening comprehension and dictation will be presented again in recorded format. Samples of the audio of the assessments can be downloaded from

<https://www.um.edu.mt/matsec/assessment/specimen/secspecimen>

13. SEC 33 Design and Technology

The three situations for the SEC 2019 assessment can be accessed through the following link:
http://www.um.edu.mt/data/assets/pdf_file/0006/323358/SEC2019-ThemeandSituations.pdf

14. Media Literacy Education Syllabus

The MATSEC Examination Board has recently added Media Literacy Education to its portfolio of subjects at Secondary education Certificate level. This is a VET subject and hence the approach and assessment is similar to the other five VET subjects already being offered. The syllabus is available on the MATSEC website.

15. Information Meetings

Should you wish that a MATSEC official comes to your school to give more information to students about the assessment process, you are kindly asked to contact the MATSEC Support Unit in order to set a date for such a meeting.