



**L-Università
ta' Malta**

**MATSEC
Examinations Board**



EAA Professionals Submitting Forms B to E for EAA Candidates

2022

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A. Overview

A.1 A candidate is registered for Examination Access Arrangements when:

- A.1.i They have been marked as requiring EAA during registration (“Yes” in the appropriate import column) when registering;
- A.1.ii Form A has been submitted for the candidate by their school; and
- A.1.iii Any other required documentation or reports have been submitted by a suitable professional/s, depending on the candidate’s condition.

B. EAA Professionals Submitting Forms B to E

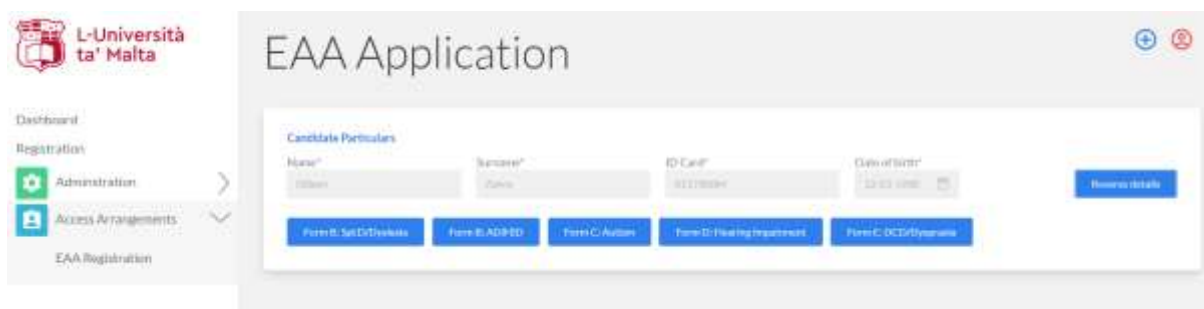
B.1 Access the MySchool Portal from the following link: www.um.edu.mt/matsec/register/_nocache

B.2 Select “Go to MATSEC Portal”.

B.3 Select “e-ID Login” and enter your e-ID username and password.

B.4 Select “Access Arrangement” and “EAA Registration” from the left menu (circled in red).

B.5 You are required to enter the following details for the candidate: Name, Surname, ID Card Number, and date of birth. The system will check the validity of these details and notify the user if any details is incorrect. If all details have been entered correctly, the option to submit Forms B to E will be displayed.



B.6 The EAA Professional can choose which Form to complete:

- B.6.i Form B for candidates with SpLD/Dyslexia;
- B.6.ii Form B for candidates with AD(H)D;
- B.6.iii Form C for candidates with Autism;
- B.6.iv Form D for candidates with Hearing Impairment;
- B.6.v Form E for candidates with DCD/Dyspraxia.

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- B.7 Should the Professional decide to reset the registration, the Professional can choose “Revert Details” (circled in blue).
- B.8 Each Form has different criteria which are to be filled by the Professional depending on the specific case.
- B.9 A Proceed option at the end of each screen allows the Professional to move to the next screen.

The screenshot shows the 'Form B: ADHD' registration form. On the left is a navigation menu with 'Administration' and 'Access Arrangements' highlighted. The main form area contains several sections: 'Candidate Details' with a 'Did the candidate sit for any SEC exams previously?' checkbox and a 'Select condition' dropdown; 'Access Arrangements Required' with checkboxes for 'Prompter', 'Room with a Few Candidates', and 'Extra time (supervise rest break/settling down period)'; 'Candidate Cognitive Ability Profile' with input fields for 'Year', 'BAS-GCA', 'Verbal', 'Non-Verbal', 'Spatial', 'Year', 'WISC-FSIQ', 'Verbal Comprehension', 'Perceptual Reasoning', 'Working Memory', and 'Processing Speed'; and a large text area for a summary of the assessment. At the bottom right, there are 'Close' and 'Proceed' buttons.

- B.10 Every Form allows the Professional to upload further evidence/documentation. The Professional is to choose what type of Evidence is to be uploaded (circled red) and upload the evidence by selecting “Add Evidence Record” (circled in blue).
- B.11 The tick box confirming that the details of the report are correct (circled in green) is to be ticked. Otherwise, the Save button will remain greyed out.

The screenshot shows the 'Form C: Autism' registration form. The navigation menu is similar to Form B. The main form area includes an 'Evidence' section with a dropdown menu (circled in red) and an 'Add Evidence Record' button (circled in blue). Below this is an 'Author Details' section with a checkbox (circled in green) for 'I hereby declare that the contents of this report are accurate'. At the bottom right, there are 'Cancel', 'Back', and 'Save' buttons.

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- B.12 The Professional is to select Save to finish the report. If the Professional wants to make any changes to the report, selecting “Back” will display the previous window. To cancel the report, the Professional can select “Cancel” which will bring them to the original selection screen.
- B.13 The system will display a completed status, which will show the following details: The type of Form which was completed and the name and surname of the candidate.

