



**L-Università  
ta' Malta**

**MATSEC  
Examinations Board**



**School's Guide to the MATSEC Portal**

**2023**

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## A. Managing School Staff

### Types of School Staff

A.1 There are five different school roles within the MATSEC Portal.

A.1.i Head of School: Access to all available school functionalities on the system and to reports generated by the system (including import and submission of Form A).

A.1.ii Administrator: Access to all available school functionalities on the system (including import and submission of Form A).

A.1.iii SENCO: Access to import functionality and submit Form A for candidates requiring examination access arrangements.

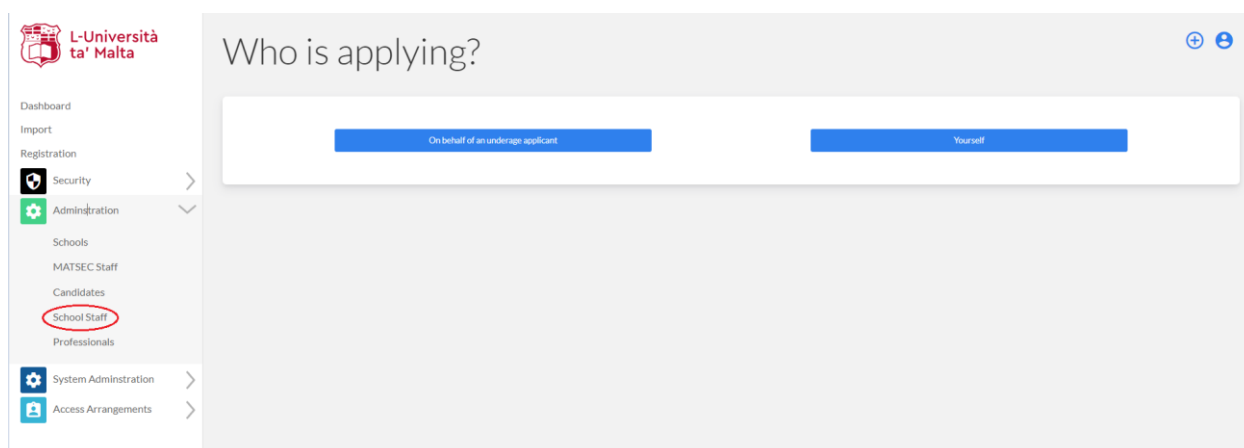
A.1.iv Teacher: Access to assessment information of candidates in their subject.

### How to Create School Staff

A.2 Access the MATSEC Portal via the link on [www.um.edu.mt/matsec/register](http://www.um.edu.mt/matsec/register).

A.3 Login using your e-ID credentials.

A.4 Click on 'Administration' and select 'School Staff' on the menu on the left-hand side.



A.5 A list of School staff will be displayed. Click on "Create New User".

A.6 Fill in the details of the School Staff. The following are required:

A.6.i Name

A.6.ii Surname

A.6.iii ID Card (the format must be 1234567L)

A.6.iv Date of Birth

A.6.v Status

A.6.vi The School (selected from drop-down list)

A.6.vii The Role (selected from drop-down list)

A.6.viii E-mail address (under the Contact Info tab)

A.7 Proceed to 'Create' the user.

### How to View Created Staff

A.8 To view the new User, click on 'Administration' and select 'School Staff'.

A.9 The new user should be in the list together with the associated school.

## B. Importing students into the MATSEC Portal

### MATSEC Import Template

B.1 Download the Excel template provided by MATSEC from: <https://www.um.edu.mt/matsec/register/>

B.2 Enter data in each column according to its title:

B.2.i Name

B.2.ii Surname

B.2.iii ID Card – This must be in the format of seven numbers and a letter (1234567A). Any 0s at the beginning must be included. Candidates without a Maltese ID card or residence document cannot be imported. Please find instructions on how to register these candidates here: <https://www.um.edu.mt/matsec/register/>

B.2.iv Date of Birth – This must be in the format dd-mm-yyyy.

B.2.v School – Choose this from the drop-down menu.

B.2.vi Session – The session indicating the year of final assessment. The first two entries in this column have been filled already. Select them both, then click the lower right of the selection and drag to the last candidate. This will automatically fill the column.

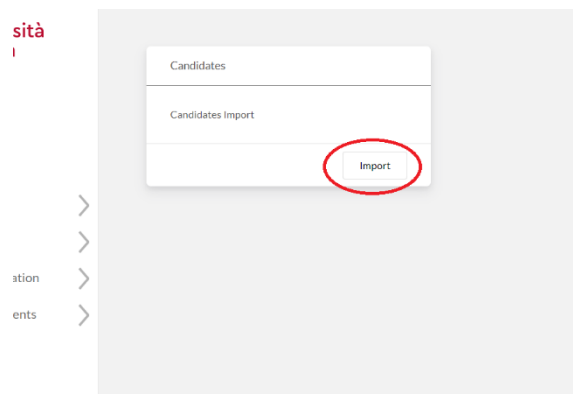
Name	Surname	ID Card	Date of Birth	Email Address	School	Session	The Registrant/School have read and agreed	The candidate requires Ex	Location	Subject 1	Subject 2	5
Name 1	Surname 1	0000001M	00-00-0001	<a href="mailto:test@um.edu.mt">test@um.edu.mt</a>	Test School	Main Session 2026	Yes	Yes	Malta	SEC AGRIBUSINESS		
Name 2	Surname 2	0000002M	00-00-0001	<a href="mailto:test@um.edu.mt">test@um.edu.mt</a>	Test School	Main Session 2026	Yes	Yes	Malta	SEC AGRIBUSINESS		
Name 3	Surname 3	0000003M	00-00-0001	<a href="mailto:test@um.edu.mt">test@um.edu.mt</a>	Test School		Yes	Yes	Malta	SEC AGRIBUSINESS		
Name 4	Surname 4	0000004M	00-00-0001	<a href="mailto:test@um.edu.mt">test@um.edu.mt</a>	Test School		Yes	Yes	Malta	SEC AGRIBUSINESS		
Name 5	Surname 5	0000005M	00-00-0001	<a href="mailto:test@um.edu.mt">test@um.edu.mt</a>	Test School		Yes	Yes	Malta	SEC AGRIBUSINESS		
Name 6	Surname 6	0000006M	00-00-0001	<a href="mailto:test@um.edu.mt">test@um.edu.mt</a>	Test School		Yes	Yes	Malta	SEC AGRIBUSINESS		
Name 7	Surname 7	0000007M	00-00-0001	<a href="mailto:test@um.edu.mt">test@um.edu.mt</a>	Test School		Yes	Yes	Malta	SEC AGRIBUSINESS		

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- B.2.vii Parental Consent – Confirmation that the school has the necessary consent from Parents/Legal guardians to register the candidate for MATSEC assessments. Must be 'Yes' for each candidate to be imported.
  - B.2.viii Privacy Policy – Confirmation that students have been informed how their data will be used by MATSEC (as stated in MATSEC Privacy Notice). Must be 'Yes' for each candidate to be imported.
  - B.2.ix EAA – Confirmation that the students have been informed that Form A and any additional documentation would need to be submitted to register for Examination Access Arrangements (if required). The first two entries in this column have been filled already. **This must be set to 'Yes' for all candidates.**
  - B.2.x Location – select whether candidate will sit for MATSEC written controlled or synoptic assessments in Malta or Gozo.
  - B.2.xi Subject 1, Subject 2 – The subjects the candidates will be studying. Select from the drop-down menu.
- B.3 If you copy and paste information in an excel file:
- B.3.i Always paste as values (Right click > paste > paste as values);
  - B.3.ii Do not use the shortcut CTRL+V on the keyboard;
  - B.3.iii Do not cut and paste (only copy and paste as values).

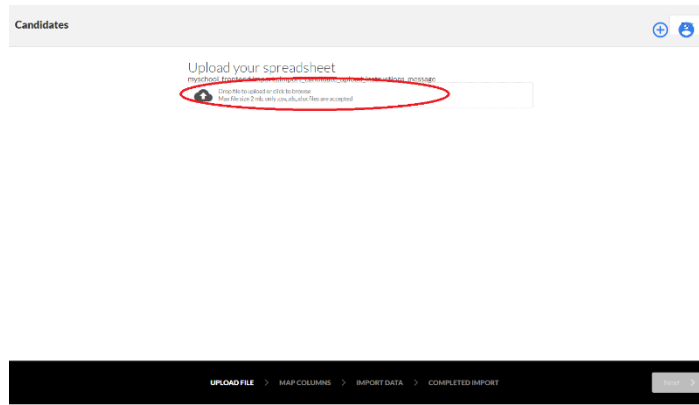
### Importing the Excel Sheet on the MATSEC System

- B.4 Access the MATSEC Portal through: [matsec.um.edu.mt](https://matsec.um.edu.mt).
- B.5 Click on 'Import' from the menu on the left-hand side.
- B.6 Click on 'Import' from the Candidates Window.



- B.7 Click on the Upload File button.

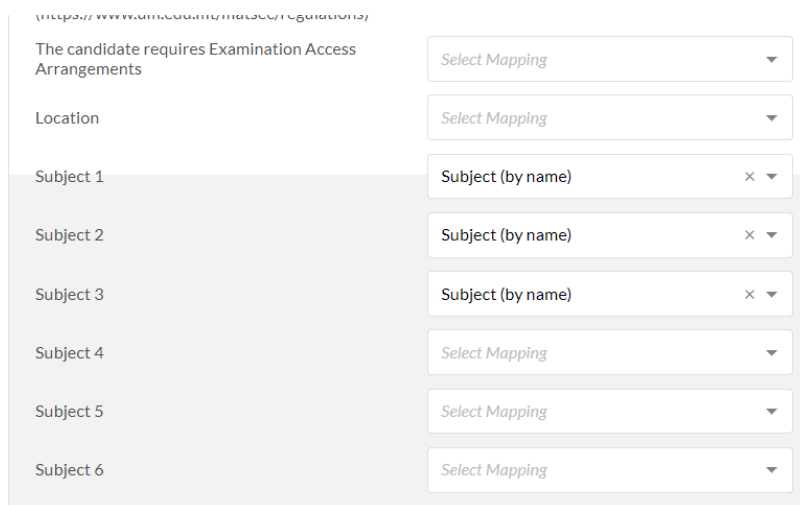
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- B.8 Browse to the file location, select the file and click 'Open'. After the file has been uploaded, click 'Next'.
- B.9 Map the columns in the excel (highlighted in red) to the correct field (highlighted in blue) of the drop-down menu.



- B.10 You need to map as many subjects (1, 2) as you have subject columns in your file. For example, if for some candidates there is an empty column between the first and second subject, three subjects would need to be mapped. The paper option does **not** need to be mapped.



- B.11 Click 'Next' after finishing the mapping.

B.12 The system will start to validate personal details and import the data. Please wait.

### Reviewing/Fixing Data

B.13 Candidates with incorrect details may not be imported. Until all issues are sorted, the 'Publish All' button will be greyed out and disabled.

B.14 Errors may be rectified by clicking on the incorrect data and manually changing it, or by changing it in the Excel file and reuploading it (see Section E of this document).

B.15 Click on 'Validate' after sorting the issue/s so that the system rechecks the data.

B.16 If some data may not be corrected, the candidate may be removed and imported at a later stage.

### Credential Errors

B.17 An exclamation mark will appear at the beginning of the row if any personal details are incorrect: Name, Surname, Date of Birth, and ID Card Number.

B.18 The system will not specify which of these fields is incorrect.

B.19 If a candidate is not a valid Maltese ID Card holder and is registering with a foreign passport or other document, you should contact MATSEC on [registrations.matsec@um.edu.mt](mailto:registrations.matsec@um.edu.mt).

### School/Session Errors

B.20 An exclamation mark will appear next to incorrect details.

B.21 School and subject names as in the MATSEC system must be used.

B.22 Schools must have indicated that they shall be offering the subject to MATSEC. If the subject is not associated with the school, MATSEC should be contacted.

### Deleting a Candidate from the List

B.23 Tick the checkbox at the beginning of that candidate record and the 'Delete selected' button will be available.

B.24 The row of that candidate will become greyed out and the tick-box will be unavailable.

### Deleting and Re-uploading the File

B.25 An uploaded file which has not been imported must be deleted before a new file may be uploaded.

B.26 Click on the 'Import' button on the menu on the left-hand side. The system will inform the user that a previous file was in the process of being imported.

B.27 Click on the 'Delete' button and confirm by clicking 'Delete' in the window that pops up.

B.28 Click on the 'Import' button on the menu on the left-hand side to start a fresh process.

### Adding a Candidate's Subjects

B.29 Multiple files may be imported for the same school.

B.30 If a candidate is reimported:

B.30.i New subjects will be added to the candidate's chosen subjects;

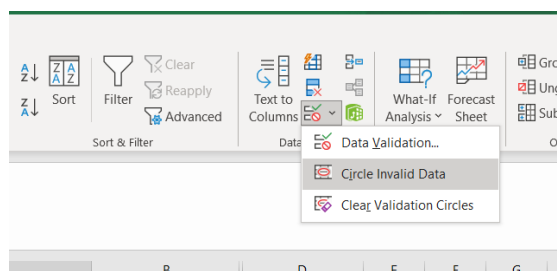
B.30.ii Their personal details may **not** be changed by import.

## The confirmation email

- B.31 All successfully imported candidates will receive a confirmation email from MATSEC, showing their personal details and subjects they have been registered for.
- B.32 The school will receive each of the imported candidates' confirmation email on its official email address as provided to MATSEC.
- B.33 For imported candidates, the following details will not show in the confirmation email because they have not been requested at this stage. Candidates will be asked to provide these details at a later stage closer to their final result (subject Grade):
  - B.33.i Address;
  - B.33.ii Mobile number;
  - B.33.iii Results by SMS;
  - B.33.iv Sex.

## Useful Microsoft Excel Tips

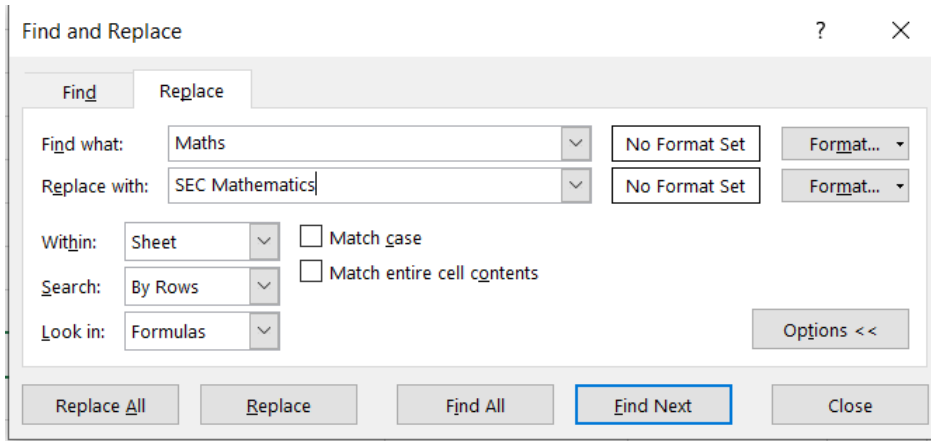
- B.34 If pasting information in an excel file,
  - B.34.i always paste as values (right click > paste > paste as values);
  - B.34.ii do not use shortcuts on the keyboard;
  - B.34.iii do not cut and paste (only copy and paste as values).
- B.35 Information which is copied and pasted overrides any validation rules in the Excel file. To have the pasted information validated before upload, click Data > Data Tools Tab > Circle Invalid Data. Invalid data will be circled in red.



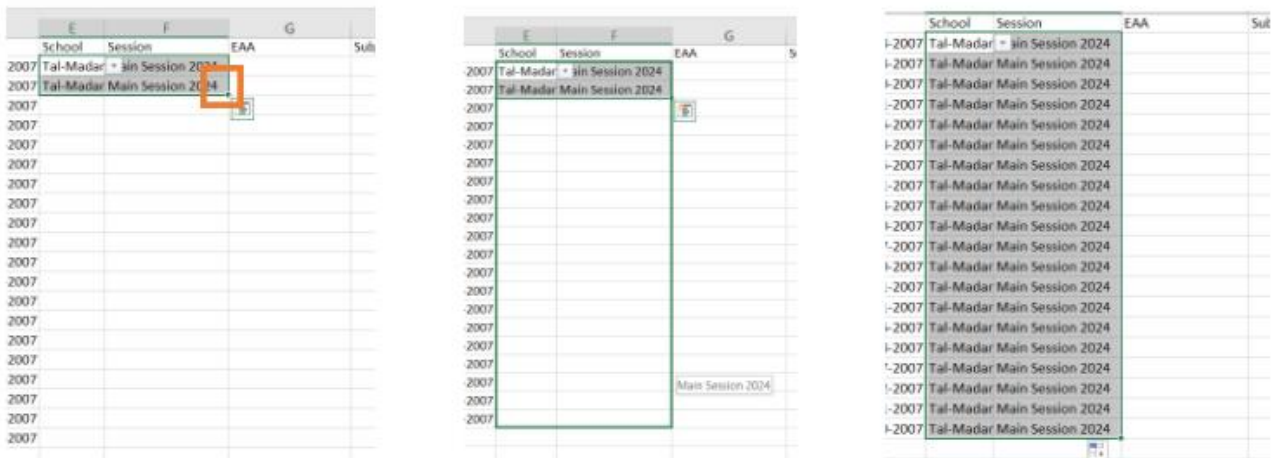
- B.36 Find and Replace (CTRL+F) may be used, for example, to change the name of subjects to correct MATSEC format, e.g. from 'Maths' to 'SEC Mathematics'.



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B.37 Autofill whole column: For school, the same data is required for all students. Write this information for two students, select this data, and drag for required length from the lower right-hand corner (see image).



B.38 The MATSEC Import Excel has a sheet designed to add 0s in front of any ID card numbers with less than eight integers. Paste (as values) your list of ID card numbers in Column A and corrected values will appear in the adjacent column.

	A	G	H	I
1	ID card Input	ID card Output		
2	1234M	0001234M		
3				
4				
5				
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26				

MATSEC Import Sheet Add 0s to ID card

### C. Registering Students for Exam Access Arrangements

#### Exam Access Arrangements (EAA)

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

C.1.i Form A has been submitted for the candidate; and

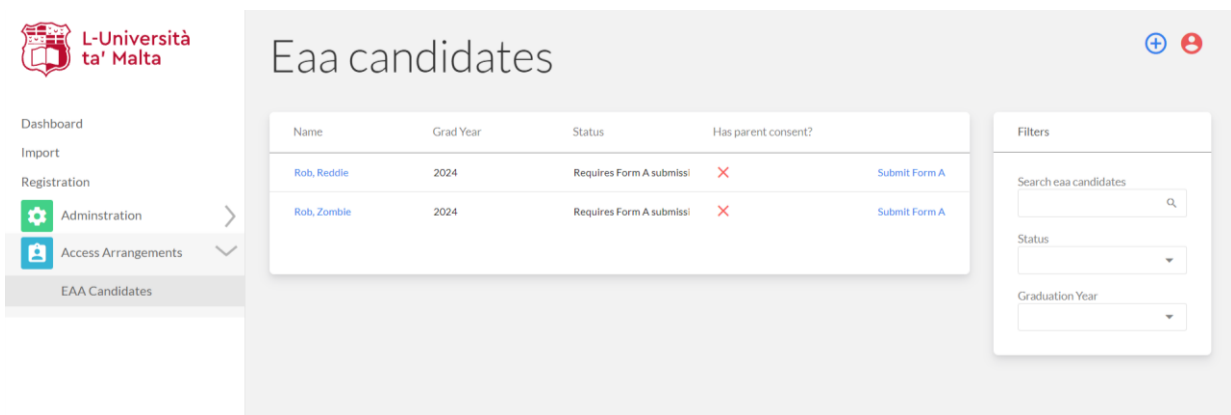
C.1.ii Any other required documentation or reports have been submitted, depending on the candidate's condition.

#### Submitting Form A for EAA

C.2 Only school staff acting as Head of School, Administrator, or INCO/SENCO on the MATSEC Portal may submit Form A for their school candidates.

C.3 Access the MATSEC Portal through: [matsec.um.edu.mt](https://matsec.um.edu.mt).

C.4 On the menu on the left-hand side, click 'Access Arrangements' and then 'EAA Candidates'. A list of school candidates registered for EAA will be visible (image below).



C.5 If a candidate is not on this list, they need to be imported (please see relevant instructions and template on <https://www.um.edu.mt/matsec/register>). No subjects need to be specified in this case.

- C.6 Click 'Submit Form A' next to the candidate whose form you want to submit.
- C.7 Fill in the required information.

The screenshot shows a web form with two main sections: 'School Declaration' and 'School Exam Access Arrangements'. On the left is a navigation menu with 'Administration' and 'Access Arrangements' highlighted. The 'School Declaration' section includes a 'Condition' dropdown menu with 'SpLD/dyslexia' selected, a confirmation checkbox for 'Yes', and an 'Enrollment Period' with dates '05-10-2020' and '06-06-2024'. Below this is a rich text editor for a 'Statement'. The 'School Exam Access Arrangements' section contains a list of checkboxes for various accommodations, with 'Prompter', 'Seating in Front', and 'Extra Time' checked. 'Cancel' and 'Save' buttons are at the bottom right.

- C.8 To attach evidence or reports to the form,
  - C.8.i click 'Add evidence record' under Evidence;
  - C.8.ii Select the type of evidence from the drop-down menu;
  - C.8.iii Press the paper clip icon next to Attachment to browse a file to upload;
  - C.8.iv To remove an evidence, press the X next to the evidence.

The screenshot shows the 'Evidence' and 'Attachment' section of the form. It features a dropdown menu for 'Evidence' with 'Updated Literacy Report' selected. To the right is an 'Attachment' field with a paperclip icon and a red 'X' icon. Below these fields is an 'Add evidence record' button. 'Cancel' and 'Save' buttons are at the bottom right.

- C.9 Click 'Save'.
- C.10 You will be redirected to the list of candidates. The 'Submit Form A' option next to the candidate will no longer be visible.

## D. Generating Reports

- D.1 In the portal, on the menu of the left hand side, click '**Reporting**';
- D.2 Click 'open' next to the desired report (right hand side);
- D.3 Select filters from the dropdown menus according to your search query;
- D.4 Click 'Run Report' to generate the report on the screen **OR** 'Export' to download the report as a csv file (Excel enabled file);
- D.5 Once opened with Excel, you can add filters as required.