B 706

L.N. 62 of 1996

EDUCATION ACT
(CAP. 327)

The Conduct of the Matriculation and Secondary Education Certificate Examinations Regulations, 1996

IN exercise of the powers conferred by upon him by sections 30 (5) and 31(6) of the Education Act (Cap. 327), the Chancellor of the University of Malta has promulgated the following regulations made by the Senate of the University of Malta by virtue of the powers conferred upon it by sections 31 and 35 of the said Act:

Citation

1. These regulations may be cited as the Conduct of the Matriculation and Secondary Education Certificate Examinations Regulations, 1996.

2. (1) These regulations shall apply to the Matriculation Examination at Advanced and Intermediate Levels and to the Secondary Education Certificate Examination run by the Matriculation and Secondary Education Certificate Examinations Board (MATSEC Board) and Support Unit, as provided in Statute 4 of the University of Malta.

(2) In addition to these regulations, the Regulations for the Matriculation and for the Secondary Education Certificate Examinations published each year shall apply.

Subject Committees

3. (1) A Subject Committee shall be established for each subject or group of subjects offered within the Matriculation Examination at Advanced and Intermediate Levels and the Secondary Education Certificate Examination.

(2) Each Subject Committee shall consist of:

(a) a Syllabus Panel, appointed for a period of two years;

(b) a Paper Setters' Panel, appointed for a period of one year; and

(c) a Markers' Panel, appointed for a period of one year.

(3) The appointment of persons on these Panels may be renewed.

Composition of Subject Committees

4. (1) Syllabus Panel: A Syllabus Panel shall be composed of a number of academic staff of the University, the Department of Education and the Private Schools' Association as appropriate, chosen for the expertise they can offer to a Syllabus Panel and after consultation with the bodies concerned. One of the members shall take the chair.

(2) In the case of the Secondary Education Certificate Examination:

(a) the number of academic staff of the University shall, as far as possible, not exceed half the total number of members of the Panels; and

(b) the number of Syllabus Panels chaired by members of the academic staff of the University shall not exceed half the number of panels.

(3) Paper Setters' Panel: A Paper Setters' Panel shall be composed of at least two and at most three members, one of whom shall take the chair. In exceptional circumstances, an additional member may be appointed. The Panel shall be appointed by the Council of the University on the advice of the MATSEC Board and Senate.

(4) Markers' Panel: A Markers' Panel shall be composed of at least three members, one of whom shall take the chair. The Panel shall be appointed by the Council of the University on the advice of the MATSEC Board and Senate. Additional markers may be appointed if the number of candidates registered for the examination in a particular subject warrant it.

Role of Subject Committees

5. (1) Syllabus Panel: A Syllabus Panel shall be mainly responsible for encouraging curriculum development in schools and for the drawing up of a syllabus in the subject/s for which it is appointed. Such a syllabus shall be submitted for approval to the MATSEC Board and Senate and shall normally be published each year and at least two years before the date of the examination to which it refers.

(2) Paper Setters' Panel: A Paper Setters' Panel shall be responsible for the preparation of the examination papers and a mark scheme in its subject or subjects for each session of the examination. The examination papers must meet the requirements and assessment objectives and must cover the subject content specified in the syllabus. The examination papers must be submitted to the Registrar of the University for printing by not later than three weeks before the respective examination is due.

(3) Markers' Panel: Members of any Markers' Panel shall be responsible for the marking of the examination scripts, allotted to them by the person chairing the Panel, according to the mark scheme agreed to by the Paper Setters' Panel. The person chairing the Panel shall not mark any scripts but shall read a representative sample and shall act as moderator to ensure that all the markers are adhering to the same standards. In subjects where assessment by teachers is provided for, Markers' Panels may take into account assessments of projects, assignments and oral proficiency submitted by authorised teachers, approved by the MATSEC Board, according to procedures established by that Board. Unless otherwise provided in the relevant syllabus, the marks obtained for a first session project or assignment may remain the marks applicable for subsequent sessions of the examination. When necessary, a member of the Markers' Panel may be designated moderator of the marks awarded by authorised teachers.

Eligibility to sit on Paper Setters' and Markers' Panels

6. (1) Members of Paper Setters' and Markers' Panels shall not be eligible to take part in the workings of a Panel for a particular session of examinations if:

(a) they are related to a candidate by consanguinity or by affinity to the third degree inclusive; or

(b) they have been, at any time during the twelve months before the examination concerned, guardians of a candidate; or

(c) they have been, at any time during the twelve months before the examination concerned, teachers of any of the candidates in the subject of examination or a closely related subject; or

(d) they have given, at any time during the twelve months before the examination concerned, private tuition in the subject of examination or a closely related subject.

(2) Members of Paper Setters' and Markers' Panels shall be required to sign a declaration, after having seen the list of the candidates registered for the examination in a particular subject, confirming that they are not disqualified from taking part in the workings of the panel under any of the foregoing provisions of this regulation.

(3) The Rector, after consultation with the person chairing the Panel, shall appoint another paper setter or marker in place of a member who is disqualified as aforesaid.

(4) Where the member to be replaced is the person chairing the Panel, the Rector shall appoint a paper setter or marker already on the panel to assume that role and such substitute members as may be necessary.

Procedures of Subject Committees

7. (1) Syllabus, Paper Setters' and Markers' Panels shall determine the procedures to be adopted by them.

(2) Decisions of Paper Setters' and Markers' Panels shall be taken by a majority of votes. No member may abstain from voting. In the case of an equality of votes the member in the chair shall have and shall cast a second vote:

Provided that the member in the chair may consider a decision to have been taken on any matter if the general consensus among the members appears to him to be in favour of such a decision and no vote is asked for.

(3) Members of Paper Setters' and Markers' Panels shall treat as confidential everything connected with the proceedings of their work. They shall take all necessary precautions to prevent leakage of information on the question papers, mark schemes and examination scripts to third parties.

(4) Members of a Markers' Panel shall be required to attend a Standardising Meeting at which the marking shall be discussed. Such meeting shall be held soon after the examination in the written papers in a subject has taken place and before marking begins.

(5) Members of Markers' Panels must finish their work by the date specified by the member chairing the Panel. In the event of illness or other emergencies, the MATSEC Support Unit must be informed so that alternative arrangements can be made.

(6) The members of a Markers' Panel shall prepare a brief report on the performance of the candidates whose scripts they have marked, immediately after they have completed their marking. These reports shall be submitted to the member chairing the Panel who will take them into account when compiling a report on the examinations held during a year for submission to the MATSEC Board, Senate and schools. The report shall seek to present a balanced picture and shall include such comments as will be of value and interest to teachers in the subject.

Fees payable to Subject Committees

8. Members of the three panels forming a Subject Committee shall be entitled to a fee, as established by the Council of the University.

Revision of Examination Papers

9. (1) Candidates who are not satisfied that the grade awarded to them in any subject represents their performance during an examination may request a revision of their examination papers.

(2) Such requests must be made to the Registrar, on the form provided by him and accompanied by the established fee, within the period indicated in a notice to be issued soon after the publication of the results. In cases where the revision of examination papers results in a revised grade, the fee paid shall be refunded to the candidate.

(3) The revision of examination papers shall be made by the original Markers' Panel together with an additional marker to be appointed by the Rector on behalf of Senate and on the recommendation of the member chairing the Markers' Panel.

Return of Candidates' Work

10. (1) Candidates' work (projects, reports and other work) presented for assessment shall be returned by the MATSEC Support Unit after each session of examinations. Written scripts and practical work carried out within the formal examination shall be retained by the MATSEC Board.

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