VERŻJONI ELETTRONIKA

L.N. 132 of 2013

EDUCATION ACT
(CAP. 327)

The Conduct of the Matriculation and Secondary Education Certificate Examinations Regulations, 2013

IN EXERCISE of the powers conferred upon him by articles 74 (5) and 75 (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 articles 75 (3) and 79 (b) of the said Act:

Citation

1. These regulations may be cited as The Conduct of the Matriculation and Secondary Education Certificate Examinations Regulations, 2013.

Applicability

2. (1) These regulations shall apply to the Matriculation Examination at the Advanced and Intermediate Levels and to the Secondary Education Certificate Examination offered by the Matriculation and Secondary Education Certificate Examinations Board (MATSEC Board), as provided in Statute 4 of the University of Malta. These regulations shall apply for examinations held from 1 January 2013 onwards.

(2) In addition to these regulations, the Matriculation Examinations Regulations, 2013 and the Secondary Education Certificate Examinations Regulations, 2005 shall apply.

Subject Panels

3. (1) Each subject or group of subjects offered within the Matriculation Examination at Advanced and Intermediate Levels and the Secondary Education Certificate Examination shall have:

(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.

(2) The appointment of persons on these panels may be renewed.

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Composition of Subject Panels

4. The composition of each of the panels shall be as follows:

(1) Syllabus Panels: The members on the Syllabus Panel are chosen for the expertise they can offer and after consultation with the bodies concerned. In exceptional circumstances, an advisor may be appointed. One of the members shall take the chair.

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

(i) a Syllabus Panel shall be composed of representatives from the academic staff of the University, the Directorate of Quality and Standards in Education of the Ministry responsible for Education, and the Private Schools' Association as appropriate;

(ii) 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

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

(b) In the case of the Matriculation Examination a Syllabus Panel for subjects at Advanced and Intermediate Levels shall be composed of representatives from the academic staff of the University and one from each of the post-secondary institutions recognized by the MATSEC Board. The panel shall be chaired by the head of the University of Malta Department where the subject is taught or his/her delegate. In other subjects the chair shall be proposed by the MATSEC Board.

(c) All Syllabus Panels shall be appointed by Senate on the recommendation of the MATSEC Board.

(2) Paper Setters' Panels: A Paper Setters' Panel shall be composed of at least two members, one of whom shall take the chair. The panel shall be appointed by the Senate of the University on the recommendation of the MATSEC Board.

(3) Markers' Panels: A Markers' Panel shall be composed of at least two members. The panel will be chaired by the Paper Setters' chair. The panel shall be appointed by the Senate of the University on the recommendation of the MATSEC Board.

Role of Subject Panels

5. (1) Syllabus Panel: A Syllabus Panel shall be responsible for the drawing up of a syllabus in the subject/s for which it is appointed. Such a syllabus shall be

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submitted for approval to the MATSEC Board and Senate. In the case of the Secondary Education Certificate it shall be published at least three years before the date of the examination to which it refers. In the case of the Matriculation Examination, it shall be published 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, a mark scheme in the subject, and other supporting documentation requested by the MATSEC Board, 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 MATSEC Support Unit for printing by not later than the date established by the MATSEC Board.

(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. The Markers' Panels shall take into account the moderated school based assessment, oral examinations and other forms of assessment as provided for by the syllabus. Members of the Markers' Panel may be designated moderators, and may form part of the interviewing panel of the school based assessment.

Eligibility to sit on Paper Setters' and Markers' Panels

6. (1) Members of Paper Setters' 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 and level 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 and level of examination or a closely related subject; or

(e) they are related to the first degree to any person who teaches candidates taking the subject at that level.

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(2) Members of 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 given, at any time during the twelve months before the examination concerned, private tuition in the subject and level of examination or a closely related subject.

(3) Members of Paper Setters' and Paper Markers' Panels shall not be eligible to participate in either Panel if they are in a dual relationship with a candidate sitting for an examination in which they are involved. Dual relationship means that a member of one of these Panels is at the same time in a relationship with a candidate or with a person closely associated with or related to a candidate sitting for an examination.

(4) (a) Members of Paper Setters' and Markers' Panels shall be required to declare that they are not disqualified from taking part in the workings of the panel under any of the foregoing provisions of this regulation.

(b) The MATSEC Board shall consider the declarations received and reserves the right to preclude the nominee from acting as a paper setter and/or marker.

(5) The MATSEC Board, after consultation with the person chairing the panel, shall advise the Rector to appoint another paper setter or marker in place of a member who is disqualified as aforesaid.

(6) Where the member to be replaced is the person chairing the panel, the MATSEC Board shall advise the Rector to 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 Panels

7. (1) Syllabus Panels:

(a) The Chairperson of the Syllabus Panel is to call meetings of the panel and to inform the Principal Subject Area Officer concerned, who will normally attend panel meetings.

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(b) One of the members of the panel is to be appointed to keep the Minutes. These should record decisions only and should be forwarded to the Principal Subject Area Officer within fifteen days of the meeting. Copies of the Minutes will be kept at the MATSECSupport Unit.

(c) The Minutes should record attendance. The Chairperson should inform the MATSEC Board about members who are habitually absent so that replacements could be sought as soon as possible. With the permission of the MATSEC Board, it may be possible to co-opt an advisor for specific meetings or for a series of meetings. Co-opted members will not have voting rights and they do not qualify for an honorarium.

(2) Paper Setters' and Markers' Panels:

(a) The Paper Setters' and Markers' Panels shall determine the procedures to be adopted by them within the guidelines and parameters established by the MATSEC Board.

(b) Members of the 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.

(c) Members of a Markers' Panel marking the same part of the examination shall be required to attend a Standardising Meeting to ensure harmonisation and consistency in marking. The chairperson shall call such a meeting soon after the examination and before marking begins.

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

(e) 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 for publication. 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.

Remuneration payable to Subject Panels

8. Members of subject panels shall be entitled to remuneration, as established by the Council of the University.

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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 MATSEC Support Unit, in line with the instructions provided by the Unit and within the period indicated in a notice to be issued soon after the publication of the results. The request shall be registered after the payment of the established fee/s. In cases where the revision of examination papers results in an upgrade, 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.

(4) The following procedure shall be followed in the revision of papers:

(a) An additional marker is to be appointed by the Rector on the behalf of Senate;

(b) The additional marker shall be provided with the mark scheme for the examination and will go over the relevant script/s and if s/he agrees that the mark awarded is justified s/he will confirm the mark to the chair of the Markers' Panel;

(c) If the additional marker feels that the mark should be changed, s/he shall inform the chair of the Markers' Panel. If the recommendation of the additional marker results in an upgrade, the chairperson may call a meeting with the additional marker and the marker/s of that part of the paper which is in question to reach consensus on the mark to be given. If no consensus is reached, a vote will be taken by the aforementioned persons; and

(d) In every case where a revision of a paper is requested, the additional marker shall draw up a brief report, a copy of which shall be sent to the candidate.

(5) When there is reason to suspect that any candidate may not have been assigned marks that belong to him/her or may have been assigned marks that pertain to someone else then it is at the discretion of the chairperson of the MATSEC Board to make arrangement for the candidate to see his/her paper for the sole purpose of identification.

Disciplinary Committee

10. (1) Cases of cheating, attempting to cheat or attempting to take unfair advantage during an examination in any other way shall be investigated by a

Disciplinary Committee appointed by the Senate.

(2) The Disciplinary Committee shall consist of the Chairman of the MATSEC Board, the Principal Subject Area Officer responsible for the subject in which the irregularity took place, the Chairman of the Markers' Panel of the examination and another member of the MATSEC Board.

(3) Depending on the severity of the case, the Disciplinary Committee may:

(a) issue a warning to candidates about harsher penalties if any future irregularity is committed;

(b) issue a warning and lower the result of the examination in the subject;

(c) issue a warning and assign a failing grade in the subject;

(d) cancel the results of all the examinations which the candidate sat for in the particular session when the irregularity took place.

(4) Any candidate whose conduct during the examination is being investigated shall be invited to attend the meeting of the Disciplinary Committee when his/her case is discussed. The candidate may be accompanied by another person (e.g. parent, friend).

Return of Candidates' Work

11. (1) Candidates shall collect their coursework material (projects, reports and other work) presented for assessment from the MATSEC Support Unit in line with instructions given by the Unit. Written scripts and practical work carried out within the formal examination shall be retained by the MATSEC Board.

(2) The MATSEC Support Unit reserves the right to dispose of any uncollected coursework as it deems fit.

Repeal

12. The Regulations of 1996 for The Conduct of the Matriculation and Secondary Education Certificate Examination, published as Legal Notice 62 of 1996 and amended by Legal Notice 303 of 2002, are hereby repealed with effect from 1 January, 2013

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