



Department of Curriculum Management

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LETTER CIRCULAR

Information: X

Date: 7th February 2014

Action Required: X

Ref: DCM 38/2014

To: All Heads of State Secondary Schools and Sections

From: A/Director, Curriculum Management

Subject: Input of Marks in e1 Secondary Assessment Marksheets

Heads of Schools are to ensure that the assessment and examination marks in the e1 Secondary Assessment Marksheets for the February examination session are inputted as follows:

- All students studying a subject in:
 - Form 1 and Form 2 should have **all** the following fields, **Level, HY Assessment** and **HY Exam**, filled in.
 - Form 3 and Form 4 should have **all** the following fields, **S1/S3, Track, HY Assessment** and **HY Exam**, filled in.
 - Form 5 should have **all** the following fields, **Track, AN Assessment** and **AN Exam**, filled in.
- If any of the fields is left blank, the results will not be merged correctly. Whenever a track is not applicable for a subject/student or S1/S3 is not applicable, the field should be marked as **N/A**. All subjects chosen at Form 1 and 2 should have a level selection.
- S1/S3 is to be used for those subjects in Forms 3 and 4, which distinguish between 1st Year and 3rd Year. These subjects include Arabic, French, Italian, German, Spanish, Design and Technology and Graphical Communications. The rest of the subjects should have this field marked as **N/A**.
- Students who are exempted from a particular subject, such as Religion, are to have **'E'** (Exempted) inputted in the Assessment and Exam fields.
- Students in Form 3, following the Core Curriculum Programme (CCP) in one or more subjects except for PE, are to have the following data inputted for each field:
 - S1/S3 - N/A
 - Track - CCP
 - HY Assessment - E (Exempted)
 - HY Exam - MO or P or S or WB *

Students following the CCP programme for **Certificate in PE** are to have the following data inputted for each field.

- S1/S3 - N/A
- Track - CCP
- HY Assessment - MO or P or S or WB *
- HY Exam - N/A

* MO - Mastered expected learning outcomes;
P - Partially achieved expected learning outcomes;
S - Starting to work towards expected learning outcomes;
WB - Working below the expected learning outcomes.

6. Option subjects should only be marked for those students who study a particular subject. All other students should have **all** the fields for that option subjects left blank. The option subjects left completely blank will not appear on the student's report.
7. For any subject, a student should either have all the fields filled in (excluding the AN Assessment and AN Exam), or none filled in.

In case of any difficulties, you may contact Mr Chris Borg, Education Officer at SIS on 21225151 Ext. 2 or the Educational Assessment Unit at 25982139.

Dr Frank Fabri
A/Director, Curriculum Management