



**CIRCULAR**

Ref: DCLE 19/2024

From: Clare Wigg - Assistant Director (DCLE)

To: Permanent Secretary  
Directors General  
Chief Information Officers and Chief Executive Officers  
Directors and Assistant Directors  
Heads of College Network,  
Heads of Primary, Middle and Secondary Schools (State and Non-State) and Education Officers  
Heads of Entities  
Heads of Department

Subject: Updated Examination Access Arrangements Guidelines for Schools (Primary, Middle and Secondary).  
Inputting of Access Arrangements and Exemptions on MySchool Portal.

Date: 25th October 2024

---

Heads of School are to note the following information about access arrangements and exemptions:

**Updated guidelines of Examination Access arrangements**

Updated guidelines are being issued for examination access arrangements for the primary and secondary schooling years. These guidelines ensure standardisation and will provide progression as students develop. These updated examination access arrangement guidelines can be downloaded from the [www.curriculum.gov](http://www.curriculum.gov) website under Resources (Examinations).

Heads of School are to ensure that these updated guidelines are communicated to class teachers, learning support educators and all those involved in providing examination access arrangements.

These provisions are to be implemented as from Annual Examinations 2025 Sessions, subject to the availability of resources in schools.

**Inputting data in the Access Arrangements and Exemptions functionality on the MySchool Portal**

As from this scholastic year, all schools are to input the main access arrangements provisions and exemptions recommended in students' specialists' reports or by other professional bodies on the MySchool portal functionality. This is requested so that data can be retrieved easily by School Administration and other stakeholders. This functionality on MySchool was introduced voluntarily in 2022, see Letter Circular DLAP 206/2022. This same letter circular included a note as to how one can input/ edit such data for students.



Members of the School Leadership Team (SLT) need to have editing rights to be able to input such data. Editing rights are given by default to school clerks but not Deputy head/Head of Schools. However, such rights can be given on request. If an SLT member needs clerical rights, the HOS is to send an email to [sis@ilearn.edu.mt](mailto:sis@ilearn.edu.mt) to approve such access.

If further clarifications are needed, kindly contact the Educational Assessment Unit on tel. 2598 2186/2598 2727.

Thank you for your collaboration.

**Jude Zammit**  
**Director General**