



## CIRCULAR

Ref: DSVP 048/2024

From: Directorate for STEM and VET Programmes

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

Subject: **Applied Vocational Certificate (AVC) Programmes: Scholastic Year 2024 - 2025**

Date: 2<sup>nd</sup> October 2024

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Please take note of the following communication with regards to AVC Programmes and kindly forward to the respective staff.

### 1. **AVC Programmes Syllabi and IQA Policy Document**

The Syllabi for all the nine AVC subjects and the Internal Quality Assurance (IQA) Policy Document are available on the Directorate's [website](https://www.dsvp.mt/) (<https://www.dsvp.mt/>).

### 2. **Front Sheets**

An *Assessment Front Sheet* template is being attached to this communication. The *Assessment Front Sheet* includes related common details. It must be duly filled, signed and attached to each Assignment Brief. After marking candidates' work, the mark achieved for every criterion shall be listed on the *Assessment Front Sheet* and reflected on the MySchool portal. Assessors may choose to include written feedback either on the candidates' work, or in the space provided on the *Assessment Front Sheet*.

### 3. **Internal Verification of Briefs and Assessment Decisions**

The processes will be as follows:

- a. **Internal Verification of Assignment Briefs:** After agreeing to the final version of the *Assignment Brief* and all related documents (such as the *Front Sheet*, *Marking Scheme*, etc.) and seeing that any issues have been rectified and necessary changes carried out in consultation with the teacher, internal verifiers are to sign and date the related *Assessment Front Sheet* indicating their approval, prior to issuing the *Assignment Brief*.



- b. **Internal Verification of Assessment Decisions:** After agreeing to the marks of the sampled assessments, as written on the *Front Sheet* and recorded on the MySchool portal, and seeing that any issues have been rectified and necessary changes carried out in consultation with the assessor, internal verifiers are to sign and date only those front sheets of candidates whose work has been sampled indicating their approval, prior to the assessment material being handed to candidates for feedback. Any feedback from the internal verifier is to be documented and included in the *Subject File* of the respective cohort.

#### 4. Moderation

Kindly note that the moderation process for Scholastic Year 2024/2025 will be carried out in two phases as follows:

Moderation of Assignment Briefs	By end of January 2025
Moderation of Candidates' Work	By end of June 2025

##### a. Moderation of Assignment Briefs

All *Assignment Briefs* will be subject to moderation. DSVP will communicate with schools about the process of collection of *Assignment Briefs*.

For this process, the following documents are to be made available for each unit:

- *Assessment Front Sheets*
- *Assignment Briefs*
- *Marking schemes and/or Observation Sheets and/or rubrics.*

Feedback will be provided by the moderator and any necessary changes should be conducted accordingly. The moderator may ask the school to issue another *Assignment Brief*, or part-of, to candidates if the initial *Assignment Brief* was designed in a way that does not meet the assessment criteria set out in the respective subject syllabus.

##### b. Moderation of Candidates' Work

As part of the moderation process, schools are to prepare for collection the following:

- *Subject File*
- *All candidates' work*
- *Observation sheets and/or rubrics*
- *Artefacts and/or any other supporting evidence.*



The moderation process will be held at a central location, established by DSVP. During the moderation process, the moderator will review a sample of the candidates' work.

The moderator can decide to upgrade or lower the candidate's mark. Changes should be reflected on the MySchool portal before the final marks are issued to candidates. A written report will be issued by the moderator, endorsed by the DSVP Director and forwarded to the respective school by the beginning of July 2025. A copy of this report should be discussed with all the staff involved in the delivery and assessment of applied vocational subjects at the school and filed in the Subject File for future reference. All recommendations and/or action points highlighted in the moderation report should be acted upon by the suggested dates.

## 5. Inputting of Marks

All inputting of marks should be done on the MySchool portal, or the official portal used by the school.

The following aspects need to be adhered to when inputting marks:

- a. A **zero (0)** mark should denote an attempt which did not satisfy the criterion requirements. A **zero (0)** should also be inputted in cases where candidates return an assignment sheet which is incomplete or contains invalid work.
- b. Medical (**M**) may be inputted for a grading criterion, if the student is absent due to a medical justification.
- c. Excused (**E**) may be inputted for a grading criterion, if the student is absent for the assessment for a justified reason which is not medical.
- d. If the candidate was absent for the duration of the assignment with an approved justified reason, **ABS** should be inputted for all assessment criteria assessed within the assignment. **Supporting documented evidence should be kept by the school and presented to DSVP upon request.**
- e. If an entire assignment has not been submitted, the assessment criteria assessed within the assignment are to be marked as **NIL**. This option shall only be utilised in exceptional circumstances, following internal discussions with SLT.
- f. If **ABS, M, E, or NIL** are inputted for at least one of the grading criteria, the final mark for that year **will not be issued**.
- g. Following the moderation process, the mark may need to be revised, and accordingly updated on the MySchool portal. This to ensure that the final mark issued to the candidates at the end of the year is correct.
- h. The teacher may include comments in 'Teacher Comment' field.



## 6. Controlled Assessments – Scholastic Year 2024 - 2025

Controlled assessments for the AVC programmes will be held as follows:

Subject	Issue Date	Due Date
Agribusiness	25 <sup>th</sup> October 2024	21 <sup>st</sup> May 2025
Creative Media <ul style="list-style-type: none"><li>• Unit 1</li><li>• Unit 2</li></ul>	7 <sup>th</sup> April 2025 25 <sup>th</sup> October 2024	
Engineering Technology	7 <sup>th</sup> April 2025	
Fashion and Textiles		
Hairdressing and Beauty		
Health and Social Care		
Hospitality		
Information Technology		
Retail		

## 7. Important Dates for AVC programmes

Moderation of Assignment Briefs	By end of January 2025
Issue of teachers' guidelines for the Controlled Assessment	21 <sup>st</sup> March 2025*
Controlled Assessment Issue Dates	As per table above
Deadline for submission of Controlled Assignment by Candidates	As per table above
Collection of candidates' work and AVC related material from schools	11 <sup>th</sup> - 13 <sup>th</sup> June 2025 (as per schedule sent to schools closer to date)
Moderation process	16 <sup>th</sup> – 27 <sup>th</sup> of June 2025
Distribution of moderation reports to schools	1 <sup>st</sup> July 2025
Returning of candidates' material to schools	30 <sup>th</sup> June – 2 <sup>nd</sup> July 2025

\*Guidelines for *Agribusiness*, *Creative Media Unit 2* and *Engineering Technology (preparation list)* will be communicated before this date.



## **8. Student Movements**

Schools must promptly notify DSVP of any student transfers, late arrivals, or resignations throughout the academic year using this [online form](#). This ensures the smooth administration of assessment and certification.

We take this opportunity to wish a good scholastic year to all educators and students, while thanking you for your collaboration.

**Melanie Casha Sammut**  
**Director**  
**STEM and VET Programmes**