GOVERNMENT OF MALTA
MINISTRY FOR EDUCATION
AND SPORT
DIRECTORATE FOR STEM AND VET PROGRAMMES

CIRCULAR

Ref: DSVP 047/2026

From: Xanthe Schembri, Assistant Director (DSVP)

To: Directors General
Chief Information Officers
Chairpersons / Chief Executive Officers
Directors / Assistant Directors
Heads of College Network
Heads of Secondary Schools (State and Non-State)/Education Officers
Heads of Department
MES employees

Subject: Applied Vocational Certificate (AVC) Programmes: Scholastic Year 2026 - 2027

Date: 21st October 2026

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 (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 2026/2027 will be carried out in two phases as follows:

Moderation of Assignment Briefs	By end of December 2026
Moderation of candidates' work for Unit 1, Unit 2 and Unit 3 (Assignment 1)	By 8th March 2027
Moderation of candidates' work for Unit 1 and 2 (Assignment 2 and Controlled)	By 2nd July 2027

a. Moderation of *Assignment Briefs*

All *Assignment Briefs* will be subject to moderation.

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.

* Further information about the sampling process will be communicated during the scholastic year.

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 as per table below. 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

The total mark of each assignment and controlled assignment should be inputted 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.
b. Zero (0) should also be inputted in cases where candidates return an assignment sheet which is incomplete or contains invalid work.
c. Medical (M) may be inputted for a grading criterion, if the student is absent due to a medical justification.

d. 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.
e. 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.
f. 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.
g. 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.

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.

The teacher may include comments in 'Teacher Comment' field.

6. Controlled Assessments - Scholastic Year 2026 • 2027

Controlled assessments for the AVC programmes for Unit 1 and Unit 2 will be held as follows:

Subject	Issue Date	Due Date
Agribusiness	26th October 2026	21st May 2027
Creative Media Unit 2 Unit 1	 26th October 2026 8th March 2027	
Engineering Technology	8th March 2027	
Fashion and Textiles	8th March 2027	
Hairdressing and Beauty	8th March 2027	
Health and Social Care	8th March 2027	
Hospitality	8th March 2027	
Information Technology	8th March 2027	
Retail	8th March 2027	

7. Important Dates for AVC programmes

Assignment briefs are to be sent to DSVP	9th - 11th November 2026
Moderation of Assignment Briefs	By 4th December 2026
Inputting of Assignment 1 marks	5th February 2027
Issue of teachers' guidelines for the controlled assessment of Unit 1 and 2	22nd February 2027 This date does not apply to Agribusiness, Creative Media Unit 2.
Collection of candidates' work for Unit 1, Unit 2, and Unit 3 (Assignment 1)	17th – 19th February 2027 *(as per schedule sent to schools closer to date)*
Distribution of moderation reports to schools	8th March 2027
Returning of candidates' work	8th – 9th March 2027
Controlled Assessment Issue Dates	As per table above
Inputting of Assignment 2 and Controlled Assignment marks	8th June 2027
Collection of candidates' work for Unit 1, Unit 2 Assignment 2 and Controlled	17th – 18th June 2027 *(as per schedule sent to schools closer to date)*
Distribution of moderation reports to schools	2nd July 2027
Returning of candidates' work	1st July- 2nd July 2027

8. Student Movement

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

Should you need further details or clarification kindly contact Mr Jurgen Pisani on avc@ilearn.edu.mt or on 25981536.

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

Thank you for your collaboration.

Melanie Casha Sammut
Director
STEM and VET Programmes