



Information: X

Date: 24 September 2018

Action Required: X

Ref: 1/2018

To: All Heads of School (State and Non-State) & Sections

From: Director, Examinations

Subject: MATSEC Certificate Examinations 2019 – Applications

As you might be aware Year 11 students will soon need to register for their SEC examinations.

In order to ensure that students get a more efficient service, you are kindly requested to ensure that they make use of the online facility of the Department of Examinations (www.exams.gov.mt) to apply for their examinations. Please inform Year 11 students to register with the Identity Management Office so that they will be in possession of their E-ID when they apply for their examinations online on the portal of the Examinations Department when applications open.

Students are being requested to apply at the Identity Management Office **as soon as possible** for their electronic ID, since it will be difficult for the office to cope with the sudden request for electronic identity cards once the applications for these examinations open. The address of the E-ID office is **Identity Management Office (IDMO), Gattard House, National Road, Blata l-Bajda, Malta:**

Monday to Friday: 07:30 – 14:00
Wednesday: 07:30 – 14:00 and
15:00 – 18:00
Saturday: 07:30 – 11:00

The Gozo address is 28A, St. Francis Square, Rabat, Gozo:

Monday to Friday: 07:30 – 14:00
Wednesday: 07:30 – 14:00 and
15:00 – 18:00
Saturday: 07:30 – 11:00

Before applying for their identity card students need to submit and fill in **Form ID 10** which needs to be countersigned by a recommender. They also need to include a passport-size photograph, which has to be signed also by the **same** recommender.

The help desk contact numbers for E-ID are 2590 4300 (Malta) and 2155 6317 (Gozo). The email address is enquiries@identitymalta.com.

Thank you for your collaboration.

Dr. George A. Said Zammit
Director of Examinations