



Tel:25982963

## LETTER CIRCULAR

**Ref:** ED/E/02/2018  
**From:** Dr George A. Said Zammit, Director of Examinations  
**To:** Permanent Secretary, Directors General, Directors, College Principals, Heads of State Secondary Schools, Heads of Resource Centres, Learning Support Centre Managers and Heads of Section  
**Subject:** ECDL Examinations – January/February 2019  
**Date:** 26 September 2018

The Examinations Department will be accepting applications from candidates in **Years 8 - 11** who are interested in sitting for the ECDL Examinations in January/February 2019 (Office Version 2016). These Examinations will be held on Saturdays.

### **IMPORTANT**

As from 1<sup>st</sup> October 2018 tests for; Word Processing, Spreadsheets, Using Databases and Presentation will be based on syllabus version 6. Syllabus for IT Security has been updated to version 2. There will be no changes to the other modules. Teachers are encouraged to send an email to Ms Endrea Agius on; [endra.agius@gov.mt](mailto:endra.agius@gov.mt) so that they will be given the Courseware for the relevant ECDL modules.

Heads of Schools are kindly requested to facilitate the application process by:

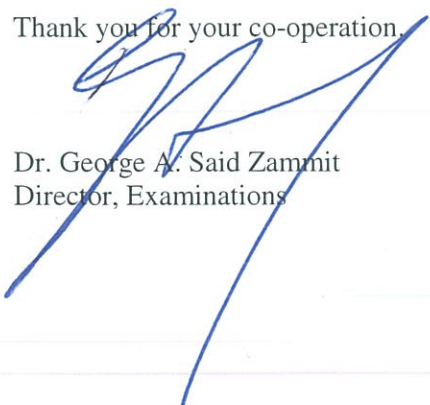
1. providing prospective candidates with an application form (as per attached)
2. informing students requesting special arrangements that they are to contact the Examinations Department on 25982963 by not later than Monday 22<sup>nd</sup> October 2018
3. endorsing the applications.

Applications shall be collected from schools by Examinations Department Staff on Monday 15th October 2018 and Monday 22nd October 2018 for any late applications.

Heads of Schools are therefore kindly asked to ensure that the applications are available for pick-up on the days indicated by 09:00hrs at the latest. The envelope with the applications should be sealed and should include a covering letter indicating the exact number of applications.

Should you require further clarifications you may wish to contact Ms Endrea Agius on 25982963.

Thank you for your co-operation.

  
Dr. George A. Said Zammit  
Director, Examinations