



Government of the Republic of Trinidad and Tobago
Ministry of Education

Information & Communications Technology Division (ICTD}

SECONDARY ENTRANCE ASSESSMENT (SEA) RESULTS PORTAL

Principal Manual

Version. 1



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seaonline.help@moe.gov.tt



MINISTRY OF EDUCATION
ICTDMSION

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IMPORTANT (PLEASE READ BEFORE PROCEEDING)

The Secondary Entrance Assessment (SEA) Results Portal contains confidential student information

Access to and use of the information contained in this SEA Results Portal is restricted to legal parents or guardians of SEA candidates. Unauthorized access to or use of the information on the SEA Results Portal is a criminal offence pursuant to the **Computer Misuse Act of Trinidad and Tobago Chapter 11:17** and may result in prosecution.

1. Version – 1.0

Please note that this manual will be updated as new features are added to the system. Be sure that you are always referencing the latest version of the SEA Results Principal Portal Manual. This section will contain a summary of the changes made in the newest version of the manual.

2. Background

The office of the Division of Educational Research and Evaluation (DERE) and the Information and Communications Technology Division (ICTD) have collaborated to design and develop a web-based results portal for the communication of Secondary Entrance Assessment results for parents/guardians, students and principals.

3. Intended Users

The SEA Results Principal's Portal is intended for principals to view and download results for their school's students.

Access to this system is for authorized users only.

4. Technical Assistance

For technical assistance, please email seonline.help@moe.gov.tt for support. Telephone support is available between **8AM and 4PM** at: (868) 622-2181 **Ext. 1841**



Accessing the SEA Principal Portal on an Android or IOS Device

Powered by

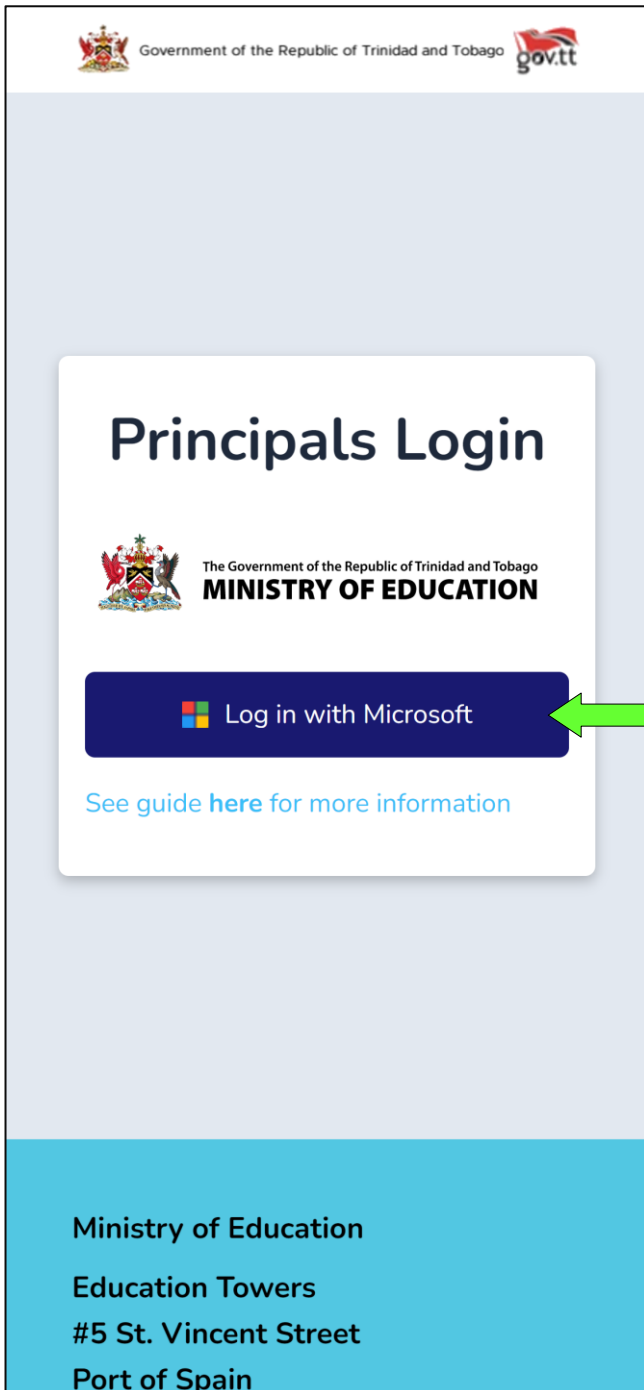
android 

STEP 1 – Getting to the SEA Principal Portal

To access the SEA Principal Portal, enter/click on the following link into the address bar of your device’s web browser:

<https://seareresults.moe.gov.tt/official/login>

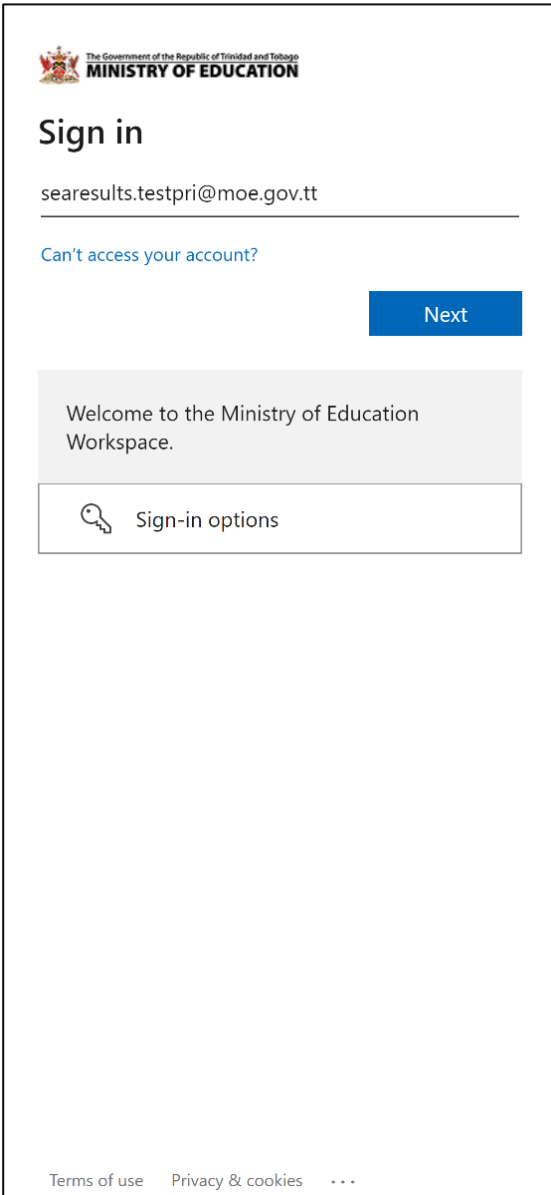
STEP 2 – Log into the principal’s portal



Tap this button to log into the principal’s portal

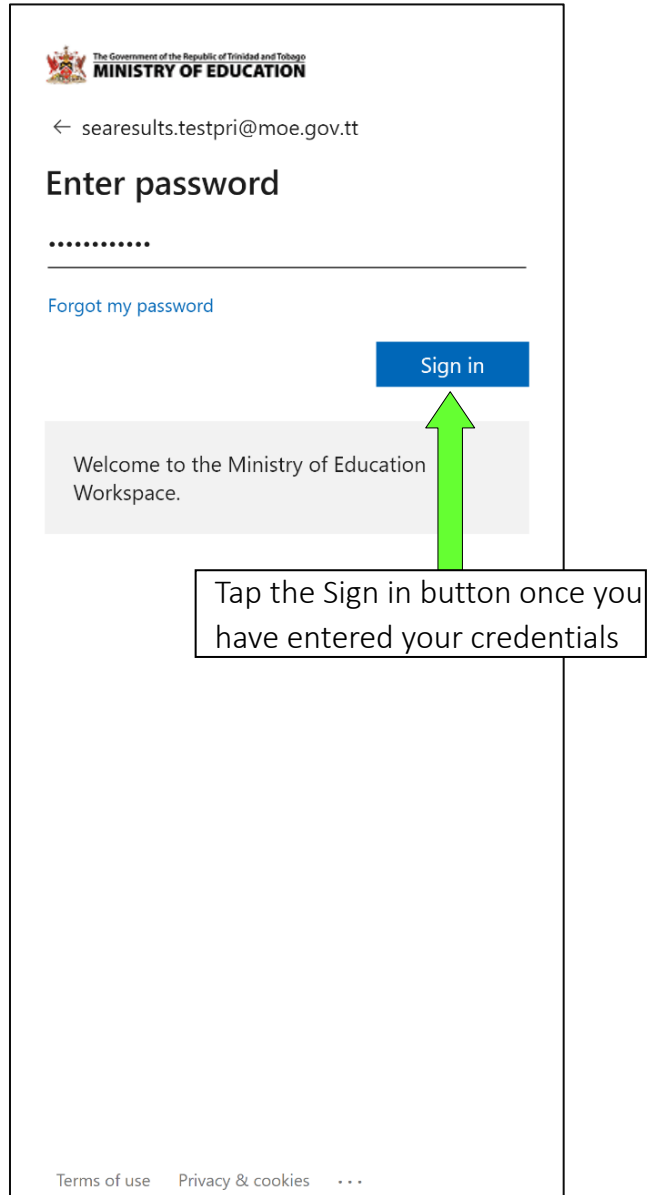
STEP 3 – Logging into the application

STEP 3.1– Enter email



The screenshot shows the 'Sign in' screen for the Ministry of Education workspace. At the top left is the logo of the Government of the Republic of Trinidad and Tobago and the text 'MINISTRY OF EDUCATION'. Below this is the heading 'Sign in' and the email address 'seareresults.testpri@moe.gov.tt' entered in a text field. A blue button labeled 'Next' is positioned to the right of the email field. Below the email field is a link that says 'Can't access your account?'. At the bottom of the screen, there is a 'Sign-in options' section with a key icon. The footer contains links for 'Terms of use', 'Privacy & cookies', and a three-dot menu.

STEP 3.2– Enter password



The screenshot shows the 'Enter password' screen for the Ministry of Education workspace. At the top left is the logo of the Government of the Republic of Trinidad and Tobago and the text 'MINISTRY OF EDUCATION'. Below this is a back arrow and the email address 'seareresults.testpri@moe.gov.tt'. The heading 'Enter password' is followed by a password field containing ten dots. A blue button labeled 'Sign in' is positioned to the right of the password field. Below the password field is a link that says 'Forgot my password?'. A green arrow points upwards from a text box below towards the 'Sign in' button. The text box contains the instruction: 'Tap the Sign in button once you have entered your credentials'. At the bottom of the screen, there is a 'Welcome to the Ministry of Education Workspace.' message. The footer contains links for 'Terms of use', 'Privacy & cookies', and a three-dot menu.

STEP 4 – View Results

View Results (Primary School)

☰ Log Out ↗

Example Primary School

S.E.A Results for

2023 ▾

Search Student ID 🔍

Or

Search Student Name 🔍

ALL STATUSES ▾

CLEAR FILTERS ▾

DOWNLOAD ⬇

Name	ID	Gender	Date of Birth	Sc
Student Name	1234567890	F	14 July 2009	CA
Student	1234567890	M	14 July	A

View Results (Secondary School)

☰ Log Out ↗

Example Secondary School

S.E.A Results for

2023 ▾

Search Student ID 🔍

Or

Search Student Name 🔍

CLEAR FILTERS ▾

DOWNLOAD ⬇

Name	ID	Gender	Date of Birth	Pr
Student Name	1234567890	F	14 July 2009	GO
Student Name	1234567890	F	14 July 2009	CO GO
			14	

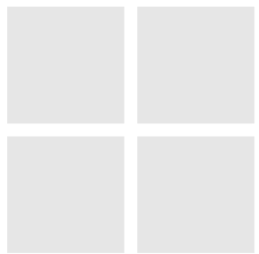
STEP 5 – Download Excel file of results

The screenshot shows a mobile application interface for 'Example Primary School'. At the top left is a hamburger menu icon, and at the top right is a 'Log Out' button with an external link icon. The main heading reads 'Example Primary School' followed by 'S.E.A Results for'. Below this is a year selector set to '2023'. There are two search fields: 'Search Student ID' and 'Search Student Name', both with search icons. Below the search fields is an 'Or' separator, followed by a dropdown menu currently set to 'ALL STATUSES' and a 'CLEAR FILTERS' button. A 'DOWNLOAD' button with a download icon is highlighted with a red box. Below the button is a table with columns for 'Name', 'ID', and 'Gender'. The first row of the table is partially visible, showing the name 'MALIASE'.

Click the download button to download your school's results. The Excel file will contain all the **same** fields that you are accustomed to,

MacBook Pro

Accessing the SEA Principal Portal on a
Desktop/Laptop



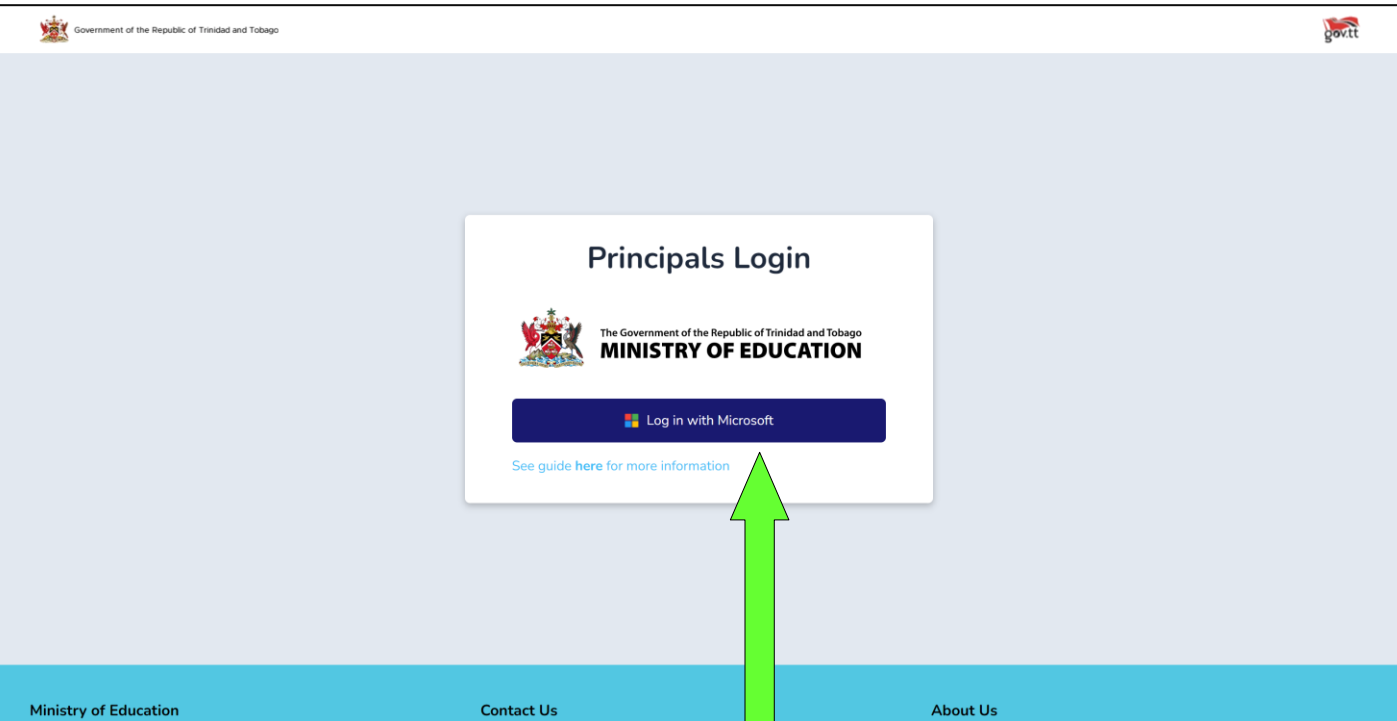
Windows 11

STEP 1 – Getting to the SEA Principal Portal

To access the SEA Results Portal, enter/click on the following link into the address bar of your device's web browser:

<https://seareresults.moe.gov.tt/official/login>

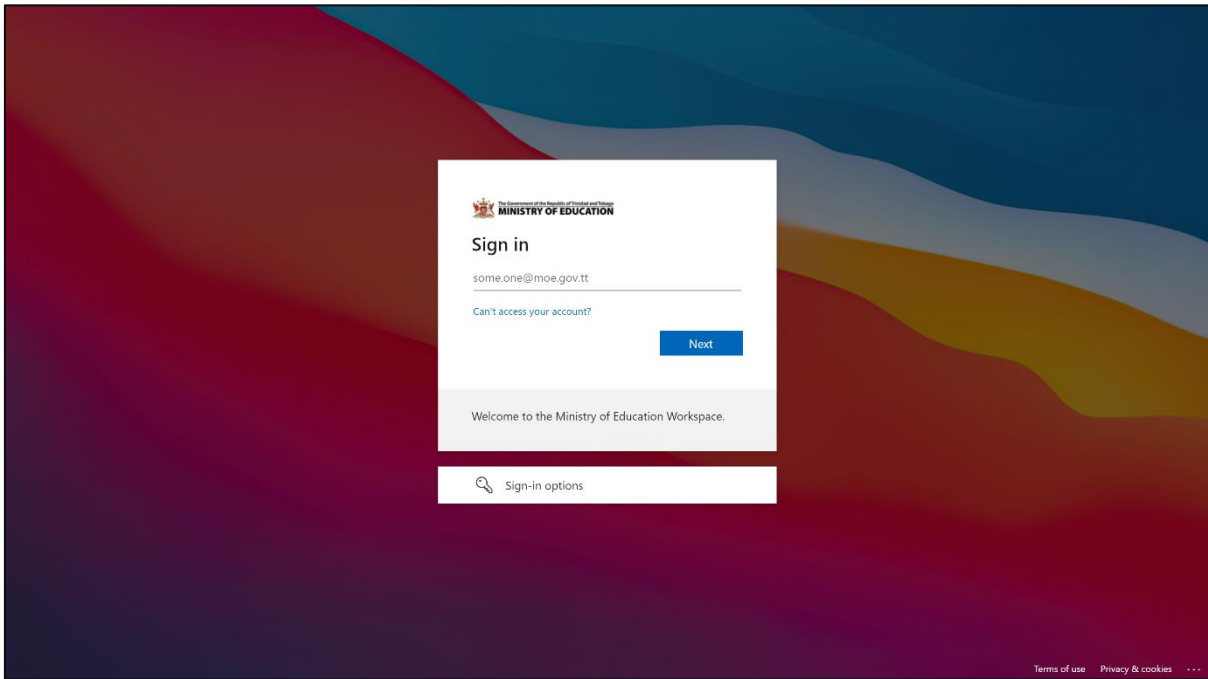
STEP 2 – Log into the principal portal



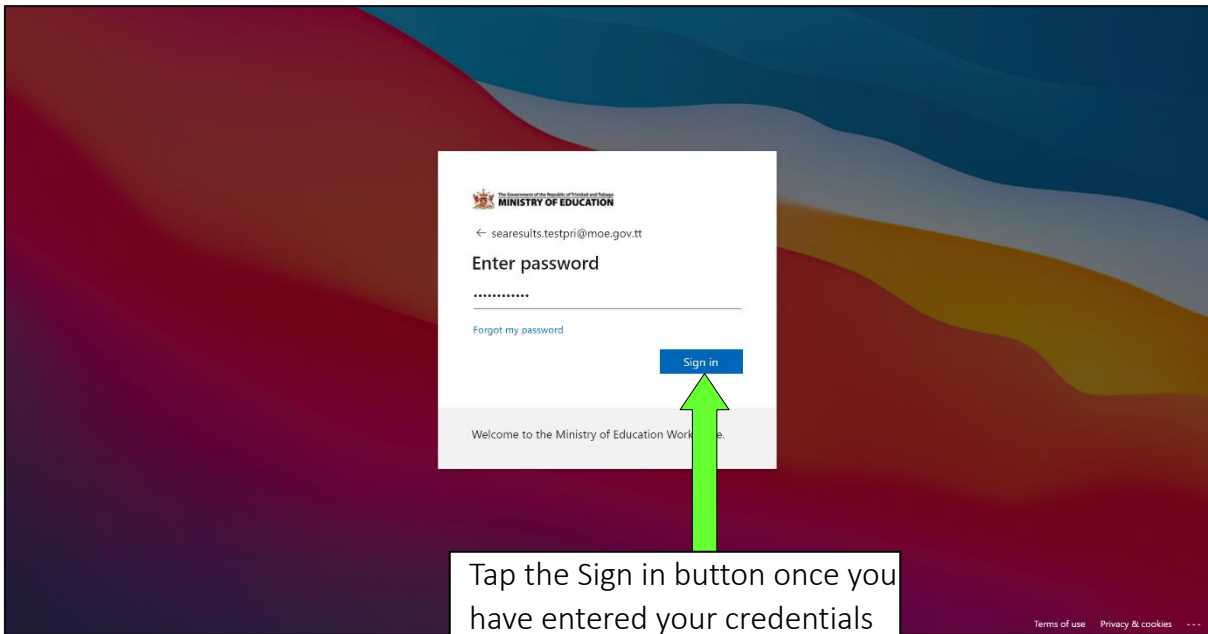
Click this button to log into the principal's portal

STEP 3 – Logging into the application

STEP 3.1– Enter email



STEP 3.2– Enter password



STEP 4 – View Results

View Results (Primary School)

S.E.A
Results Portal

Results

[Log Out ↗](#)

Example Primary School

S.E.A Results for 2023

Or

Name	ID	Gender	Date of Birth	Secondary School Assigned	Raw Math / 100	Raw Language / 100	Raw Essay / 20	Reg. Date	WT Composite
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	07 July 2022	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	07 July 2022	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	07 July 2022	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	NOT APPLICABLE	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	08 July 2022	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	08 July 2022	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	07 July 2022	220

View Results (Secondary School)

S.E.A
Results Portal

Results

[Log Out ↗](#)

Example Secondary School

S.E.A Results for 2023

Or

Name	ID	Gender	Date of Birth	Primary School	Raw Math / 100	Raw Language / 100	Raw Essay / 20	WT Composite
Student Name	1234567890	M	14 July 2010	Example Primary School	90.00	85.15	18.10	220
Student Name	1234567890	M	14 July 2010	Example Primary School	90.00	85.15	18.10	220
Student Name	1234567890	M	14 July 2010	Example Primary School	90.00	85.15	18.10	220
Student Name	1234567890	M	14 July 2010	Example Primary School	90.00	85.15	18.10	220
Student Name	1234567890	M	14 July 2010	Example Primary School	90.00	85.15	18.10	220
Student Name	1234567890	M	14 July 2010	Example Primary School	90.00	85.15	18.10	220
Student Name	1234567890	M	14 July 2010	Example Primary School	90.00	85.15	18.10	220

STEP 5 – Downloading results

S.E.A Results Portal

Log Out ↗

Example Primary School

S.E.A Results for 2023

Search Student ID 🔍 Or Search Student Name 🔍 ALL STATUSES CLEAR FILTERS

DOWNLOAD 📄

Name	ID	Gender	Date of Birth	Secondary School Assigned	Raw Math / 100	Raw Language / 100	Raw Essay / 20	Reg. Date	Composite
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	07 July 2022	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	07 July 2022	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	07 July 2022	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	NOT APPLICABLE	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	08 July 2022	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	08 July 2022	220
Student Name	1234567890	M	14 July 2010	Example Secondary School	90.00	85.15	18.10	07 July 2022	220

Click the download button to download all results for your school. The Excel file will contain all the **same** fields that you are accustomed to,

Downloaded Results (Example Primary School)

Student ID	Name	Gender	DOB	Religion	Address	School	Raw Score	Weighted Score	Weighted Remedial	Weighted Rest	School 1	School 2	School 3	School 4	School 5	School 6	School 7	School 8	School 9	School 10	Registration Date										
1111 Example f	1234567890	Surname	First name Male	2009-07-1	Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	0	0	0	0	0	School1	School2	School3	School4	School5	School6	School7	School8	School9	School10	TO RESIT SEA IN 2022

Downloaded Results (Example Secondary School)

Student ID	Name	Gender	DOB	Religion	Address	School	Raw Score	Weighted Score	Weighted Remedial	Weighted Rest	School 1	School 2	School 3	School 4	School 5	School 6	School 7	School 8	School 9	School 10	Registration Date										
0063 BISHOP Al Example f	1234567890	Surname	First name Female	14/07/2010	Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	0	0	0	0	0	School1	School2	School3	School4	School5	School6	School7	School8	School9	School10	TO RESIT SEA IN 2023

If you have any suggestions on how to improve
this manual, please email ICTD help desk
at ictdhelpdesk@moe.gov.tt