SECONDARY ENTRANCE ASSESSMENT (SEA)

RESULTS PORTAL

Principal Manual

Version. 1

ICT DIVISION

Table of Contents

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.

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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 seaonline.help@moe.gov.tt for support. Telephone support is available between **8AM and 4PM** at: (868) 622-2181 **Ext. 1841**

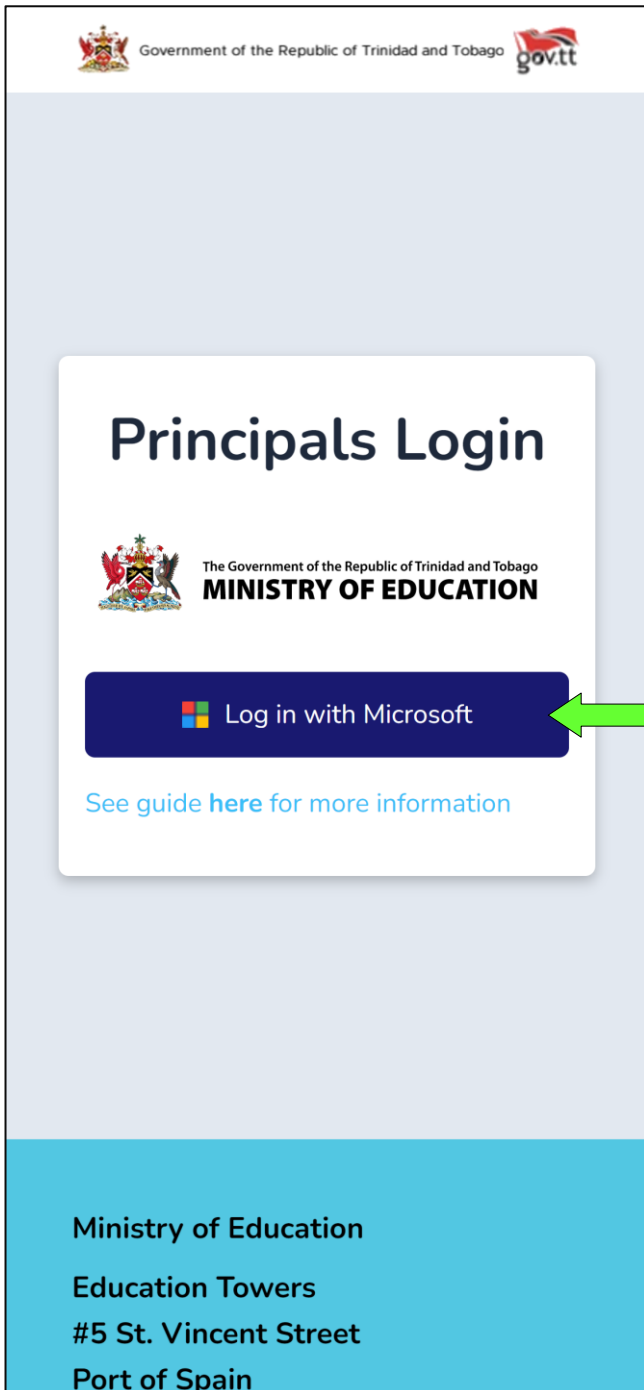# Accessing the SEA Principal Portal on an Android or IOS Device

STEP 1 – Getting to the SEA Principal Portal

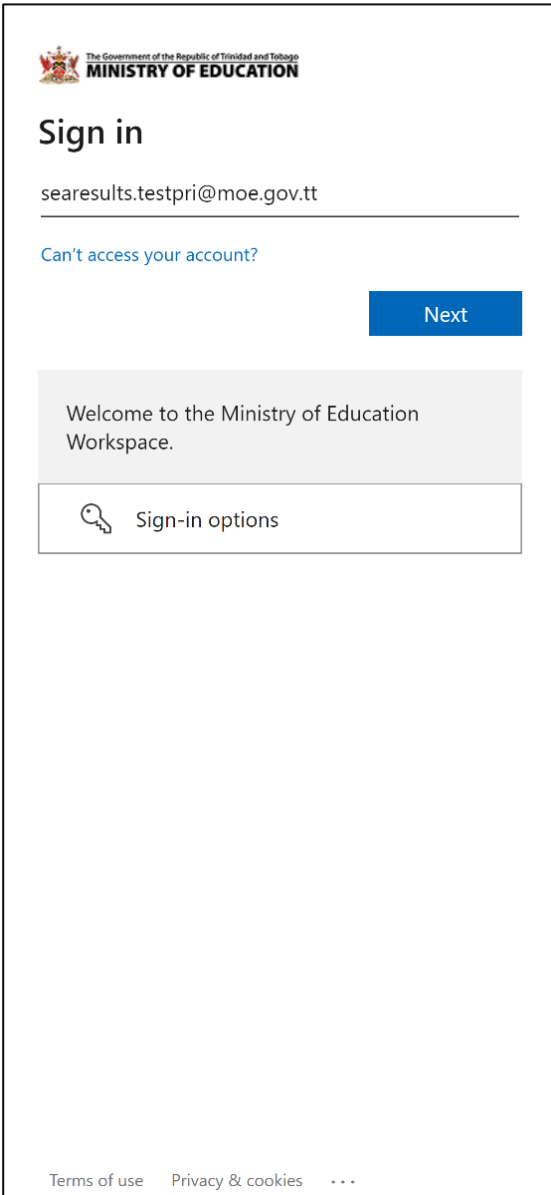To access the SEA Principal Portal, enter/click on the following link into the address bar of your device's web browser: **https://searesults.moe.gov.tt/official/login**

STEP 2 – Log into the principal's portal

Government of the Republic of Trinidad and Tobago   gov.tt

Principals Login

The Government of the Republic of Trinidad and Tobago
MINISTRY OF EDUCATION

■■ Log in with Microsoft

See guide **here** for more information

Tap this button to log into the principal's portal

Ministry of Education

Education Towers

#5 St. Vincent Street

Port of Spain

STEP 3 – Logging into the application

STEP 3.1– Enter email

The Government of the Republic of Trinidad and Tobago
MINISTRY OF EDUCATION

Sign in

searesults.testpri@moe.gov.tt

Can't access your account?

Next

Welcome to the Ministry of Education Workspace.

🔑 Sign-in options

Terms of use   Privacy & cookies   · · ·

STEP 3.2– Enter password

The Government of the Republic of Trinidad and Tobago
MINISTRY OF EDUCATION

← searesults.testpri@moe.gov.tt

Enter password

············

Forgot my password

Sign in

Welcome to the Ministry of Education Workspace.

Tap the Sign in button once you have entered your credentials

Terms of use   Privacy & cookies   · · ·

STEP 4 – View Results

View Results (Primary School)

View Results (Secondary School)

STEP 5 – Download Excel file of results

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

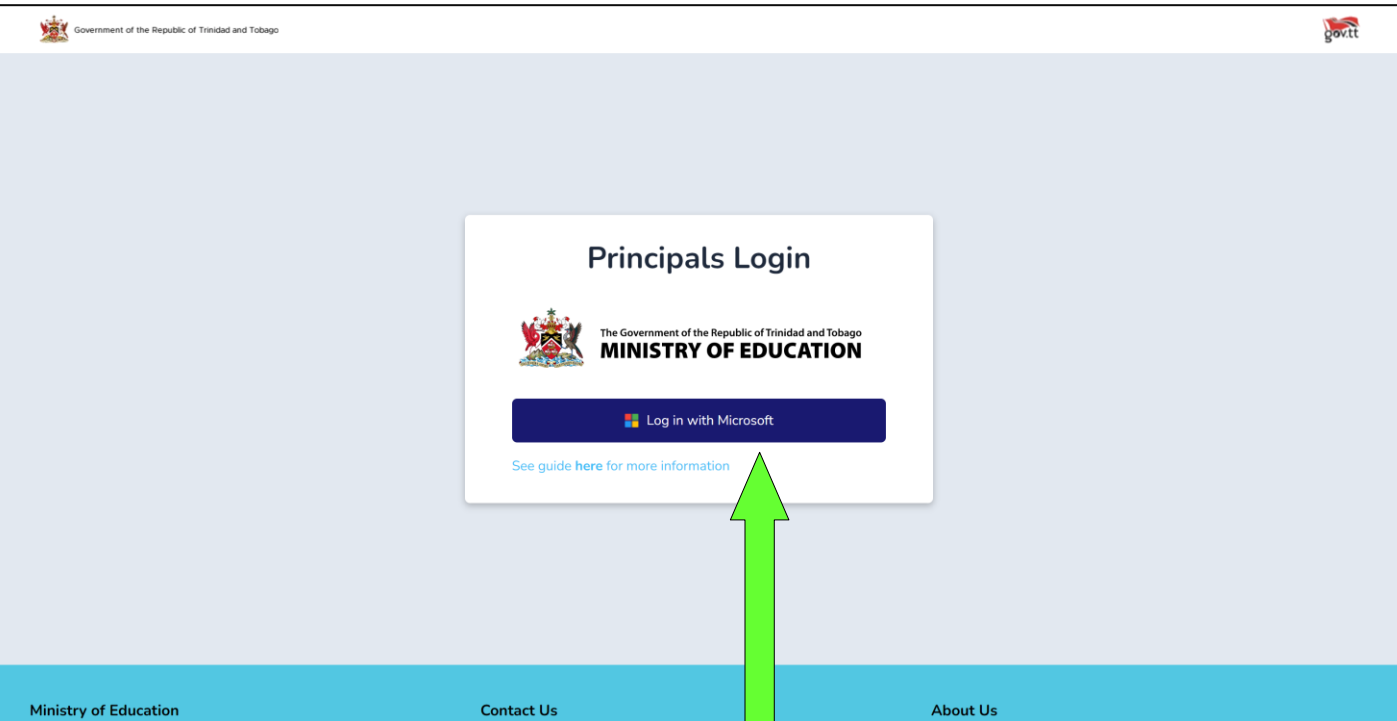Accessing the SEA Principal Portal on a
Desktop/Laptop
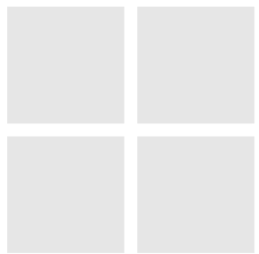
Windows 11

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:
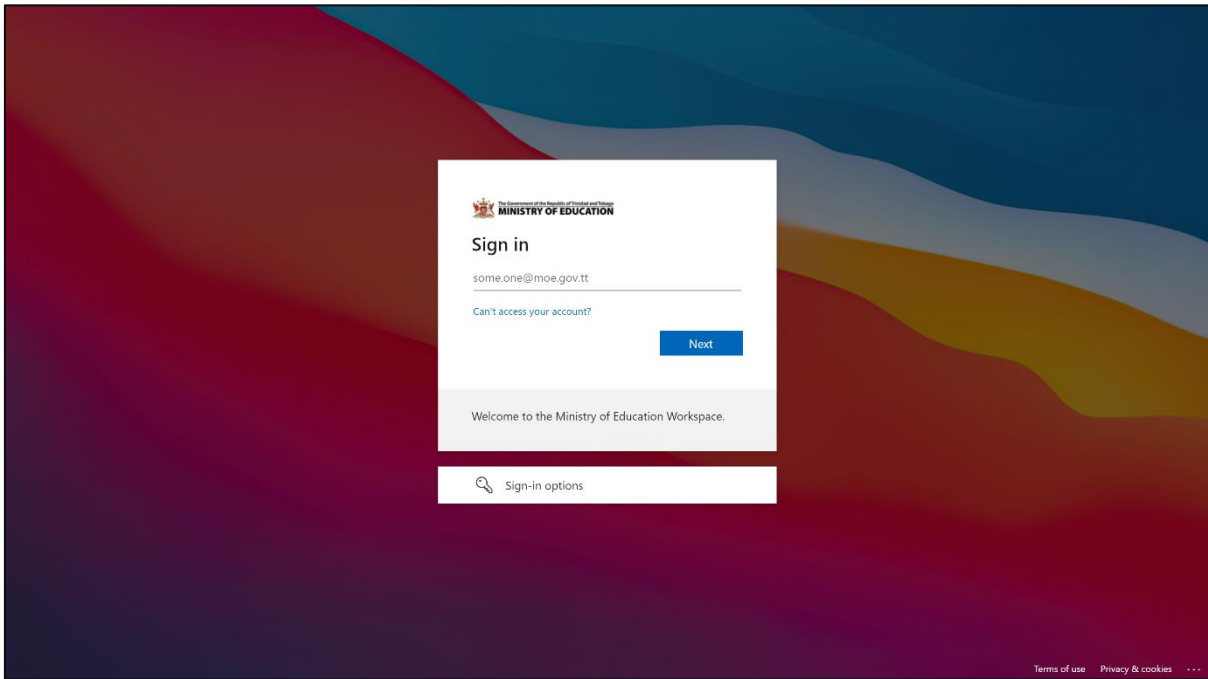**https://searesults.moe.gov.tt/official/login**

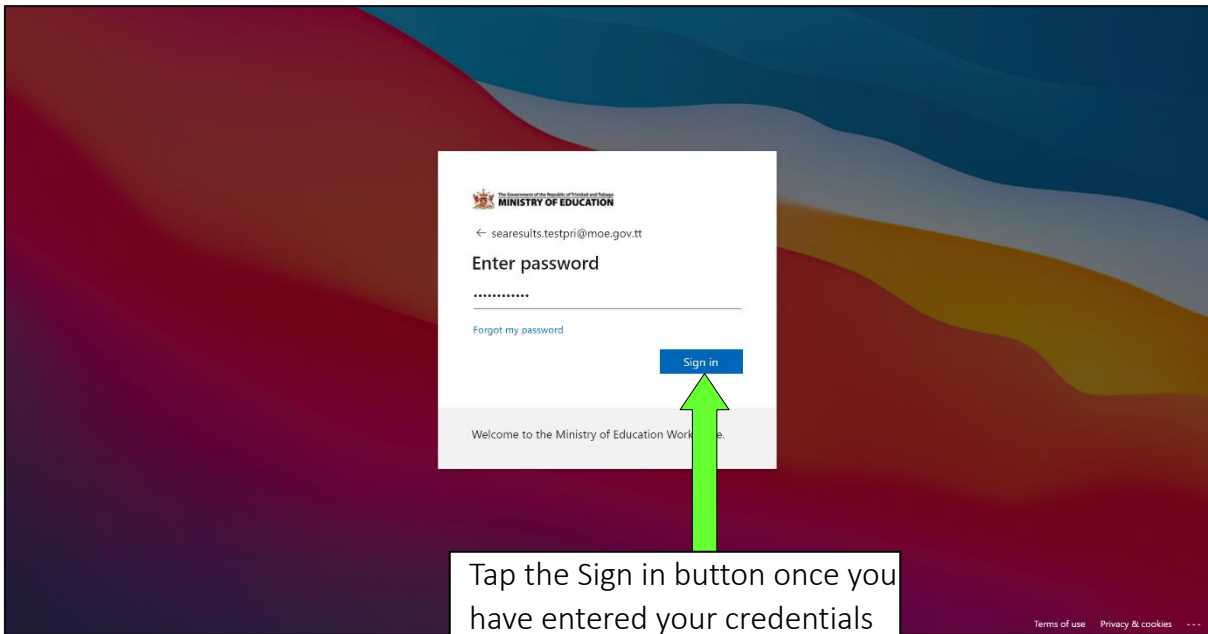**STEP 2 – Log into the principal portal**

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

Tap the Sign in button once you have entered your credentials

STEP 4 – View Results

View Results (Primary School)

View Results (Secondary School)

STEP 5 – Downloading results

Results

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)

Downloaded Results (Example Secondary School)

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