

Government of the Republic of Trinidad and Tobago Ministry of Education

Information & Communications Technology Division (ICTD)

SECONDARY ENTRANCE ASSESSMENT (SEA) RESULTS PORTAL

<u>User Manual</u>

Version. 2



Level 9, Tower A, Education Towers #5 St. Vincent Street, Port-of-Spain 612-HELP (ICT Helpdesk) <u>ictdhelpdesk@moe.gov.tt</u> seaonline.help@moe.gov.tt



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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 – 2.0

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 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 of parents/guardians and students.

The SEA Admission Slip is required to access the Portal. If you do not have your Slip, please contact your child/ward's Principal who will make the request on your behalf, for sea support.

3. Intended Users

The SEA Results Portal is intended for use by Parents/Guardians and Students. Access to this system is for authorized users only.

4. Technical Assistance

For technical assistance, please email <u>seaonline.help@moe.gov.tt</u>.

*c*iPhone

Accessing the SEA Portal on an Android or IOS Device

Powered by android 2006

STEP 1 – Getting to the 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/

STEP 2 – Accessing the Login Page







STEP 3.1 – Using the Date-Picker / Calendar

Click on the date of birth field. You would need to select, firstly, the month of your date of birth, followed by the year then day. The screenshots below demonstrates an **example** if the user had a date of birth of 11-06-2010 (MM-DD-YYYY).



STEP 3.1 – Using the Date-Picker / Calendar

5

Lastly, tap **Select** to set the value as your input



	Final Re	esult:			
District: School: Student Name: Student #:	Ministry of Educe 20xx Secondary Entrance Admission Silp Caroni Caroni Private Candidate School Jane Doe 1234567899	ttion Assessment Gender: Date of Birth: Admission #:	M Biological Announce M Biological Announce M BeSefe Biological Announce Biological Announce Biological Announce Biological Announce Biological Announce M Biological Announce Biological Announce Biologica	Date Birt	of h
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STEP 5 – Login with legal notice 1



STEP 3 – Negating the 419 Error (IOS)

Some iOS Devices block all cookies on a browser by default (mostly Safari but can happen on Chrome in iOS). Cookies are a method used to store data on the browser and blocked cookies will affect the user's ability to login.





STEP 7 – Dashboard

Upon successful authentication, you will enter the Portal and be greeted by your **DASHBOARD**. This area contains pertinent information and a link to the **SEA BOOKLET**







Verifying Results (Optional) (1)

converted to a standard score and weighted.	Government of the Republic of Trinidad and Tobago
Secondary School Assigned: 0075 - EXAMPLE SECONDARY SCHOOL Registration Date: 22 June 2023	55
Please contact your assigned school for further registration details.	MINISTRY OF EDUCATION
 Remember to download the SEA Information Booklet which provides answers to some freq asked questions such as "how to request a review of scores" and "how to apply for a transfe among other important information. 	f y Ø
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	HELP
	LOGIN
	VERIFY 2 Tap Verify link
	 Please contact your assigned school for further registration details. Remember to download the SEA Information Booklet which provides answers to some frequently asked questions such as "how to request a review of scores" and "how to apply for a transfer" among other important information. 34a10a2d-91b3-4ba8-8911-29237e121a7a Verification Code
	Enter 32-Digit Code Enter 3 1b3b3c15-db4d-4332-bb Enter 3
	VERIFY



É MacBook Pro

7. Accessing the SEA Portal on a Desktop/Laptop



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Version. 2.0

Page **19** of **30**

STEP 1 – Getting to the 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/

STEP 2 – Accessing the Login Page and Menu

Government of the Republic of Trinidad and Tobago		govit
MINISTRY OF EDUCATION		f 💙 🐵
HOME GUIDE HELP LOGIN VERIFY		
S.E.A. Results Port View your results online LOGIN Technical Assistance: seaonline.help@moe.g	tal pov.tt	
Ministry of Education	Contact Lis	About Us
Education Towers	L 1 (868) 622-2181	The Ministry of Education, conveniently located in downtown Port of
#5 St. Vincent Street	 info@moe.gov.tt 	Spain, is a one-stop hub for all education-related matters. The newly

Click on the **LOGIN** button located at the center left of the screen OR on the top right Menu **HOME** will take you to the landing page

GUIDE will allow you to access this User Manual

HELP will direct you to the official information page on the MOE's website

LOGIN will take you to the LOGIN page. Performs the same function as Primary Login Button (step 2)

VERIFY will show you a form where you can enter a verification code to verify your results

Locate and fill in your STUDENT NUMBER and DATE OF BIRTH on the bottom left and right of your SEA Admissions Slip (as seen in graphic).

Government of the	Republic of Trinidad and T	obago				govitt
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				of Birth field, a date-		
				picker/calendar will appear		
Ministry of Educat	tion		Contact Us	as shown	About Us	
Education Towers #5 St. Vincent Str Port of Spain	reet		 1 (868) 622 info@moe.g MOE HR He 	-2181 ov.tt IpDesk	The Ministry of Education, conveniently located in dr Spain, is a one-stop hub for all education-related matter structured Ministry now has responsibility for the Advanced Training Division (GATD) as unall as evening	owntown Port of rs. The newly re- Scholarship and

STEP 3.1 – Using the Date-Picker / Calendar

Click on the date of birth field. You would need to select, firstly, the month of your date of birth, followed by the year then day. (The screenshots below demonstrates if the user had a date of birth of 11-06-2010 (MM-DD-YYYY)).

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STEP 3.1 – Using the Date-Picker / Calendar

(5)

Lastly, tap Select to set the value as your input

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nte	11/06	/2010)	C	Cand	el Se	lect	>
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Final Result:



STEP 4 – Login with Legal Notice 1

Government of the Republic of Trinidad and Tobage				govitt
MINISTRY OF EDUCATION				f 💙 🞯
HOME GUIDE HELP LOGIN District: School: Student Name: Student #:	VERIFY	Date of Birth	Student Login Technical Assistance: seaonUine.help@moe.gov.tt Student Number 1234567890 Date of Birth 11/06/2010 ×	
		Click on the	LOGIN after correctly fill in	
		Student Nur	mber and Date of Birth.	
Ministry of Education	Contact Us		About Us	
Education Towers	1 (868) 622-2181		The Ministry of Education, conveniently located in downtown P	ort of Spain, is a one-

STEP 4.1 – Login with Legal Notice 1

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MINISTRY OF EDUCATION			f 💟 💿
HOME GUIDE HELP LOGIN VERIFY			
Ministry of Education 20xx Secondary Entrance Assessment	Notice	Student Login	
Admission Slip District: Caroni Gender:	Access to and use of the information contained in this SEA Results Portal is restricted to legal parents or guardians of SEA	Technical Assistance:	
School: Caroni Private Candidate School	candidates. Unauthorized access to or use of the information on the SEA Results Portal is a criminal offence pursuant to the	seaonline.help@moe.gov.tt	
Student Name: Jane Doe Date of Birth:	Computer Misuse Act of Trinidad and Tobago Chapter 11:17	Student Number	
Student #: 1234567890 Admission #:	and may result in prosecution.	1234507650	
	DON'T ACCEPT	Date of Birth	
		🛱 11/06/2010 ×	
Student		LOGIN	
Student			
Number			
	Read the LEGAL NOTICE		
	ACCEPT if you accept th	ie terms	

STEP 5 – Verify with Legal Notice 2

As an additional verification method, enter the **ADMISSION NUMBER** located on the top right of your Admissions Slip and click **VERIFY**



STEP 5.1 – Login: Two-Factor Authentication with Legal Notice 2

Government of the Republic of Trinidad and Tobago				govit
MINISTRY OF EDUCATION				6 💟 💿
HOME GUIDE HELP LOGIN V District: School: Student Name: Student #:	Ministry of Educ 20xx Secondary Entranc Admission Sh Caroni Caroni Private Candidate School Jane Doe 1234567890	ation Notice I hereby confirm that I am the legal parent or guardian of the SEA candidate whose Student Performance Report I wish to access. DONT ACCEPT ACCEPT ACCEPT ACCEPT I fyou accept	Multi-Factor Authentication Locate the Admission Number on your Admission SUP Admissions Number 123456	
Duran and has th	La ICTO Minister afrais	Version 2	0 Da	

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Version. 2.0

STEP 6 – Dashboard

Upon successful authentication, you will enter the Portal and be greeted by your **DASHBOARD**. This area contains pertinent information and a link to the <u>SEA BOOKLET</u>

S.E.A Results Portal	Log Out [+
 Dashboard Real ts 	The Government of the Republic of Trinidad and Tobago MINISTRY OF EDUCATION
	The hard copy of the "Student Performance Report" is the official statement of your child's SEA results A
	Secondary Entrance Assessment Information Booklet can be found on the Ministry of Education's Facebook page and is also available for download here.
Click on Results in the MENU	
to see your SEA Results OR	The SEA Information Booklet provides answers to some frequently asked questions such as:
click on VIEW RESULTS	What are the components of the Secondary Entrance Assessment (SEA)?
	 How are the subjects in the SEA scored and weighted? Who is responsible for the marking of the SEA Test papers?
	What is the process for placement?
	What criteria is used to place students in secondary schools?
	Where can I obtain information about my child's performance on the SEA?
	Why are some students placed in schools which are not among their choices?
	 Where do I obtain the registration date for the secondary school to which my child has been assigned?
	What is required for the registration of a student?
	What can I do if I am not satisfied with the placement of my child?
	How do I request a review of my child's scores?
	How do I apply for a transfer for my child?
	What should i do if i decide not to allow my child to take up his/her place at the secondary school/ What should be determine which extendes will be a take CO3
	While cruteria are used to determine WhiCh students will re-sit the SEA?
	 why is in y diriu required to result the SEAF. Why has my child who is older than 13 years and who scored 200% or lass been placed in a lunior Life Centre?
	 What are some of the challenges my child may face moving from primary to secondary school?

STEP 7 – View Results

S.E.A Results Portal								Log Out 🕻	
 Dashboard 	DOWNLOAD PDF							2023	
A Results									
		The Government of the Republic of Trinidad and Tobago MINISTRY OF EDUCATION							
		SECONDARY ENTRANCE ASSESSMENT 2023							
		STUDENT PERFORMANCE REPORT							
		Name: JOHN, DANIEL							
		STUDENT PERFORMANCE REPORT Name: JOHN, DANIEL Student Number: 1231231231							
		Date of Birth:	2010-03-07						
		Gender	MALE						
		Examination Centre	0148 - CUNA	APO (ST FRANCIS) RC				
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		English Language Ar	rts Writing	20	6.33	8.00			
		1							

STEP 8 – Download Results

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STEP 9 – Logout

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C Results		The Government of the Republic of Trinidad and Tobago MINISTRY OF EDUCATION SECONDARY ENTRANCE ASSESSMENT 2023 STUDENT PERFORMANCE REPORT							
	Name	Name: JOHN, DANIEL Student Number: 1231231231							
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		Mathematics		100	33.83	81.25			
		English Language Arts		100	39.82	99.00	-		
		English Language Arts Wi	riting	20	6.33	8.00			

Verifying results (Optional) (1)

Results can be verified using the verification code OR scanning the QR code.

	SUBJECT SCORES					
SUBJECT	MAXIMUM	NATIONAL	STUDENT			
	RAW SCORES	MEAN SCORES	SCORES			
Mathematics	100	41.94	90.00			
English Language Arts	100	44.40	85.00			
English Language Arts Writing	20	8.87	16.00			
GEN	ERAL PERFORM	ANCE				
The Composite Standard Score, which	h is used to place t	he student into a				
secondary school, is the total of the st	udent's scores that	were each	100			
converted to a standard score and we	ighted.					
 Remember to download the SEA Information asked questions such as "how to request a among other important information. 	ntion Booklet which a review of scores''	a provides answers to s and "how to apply for	OR Scan QR Code			
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Verify results (2)

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MINISTRY OF EDUCATION	f 💙 📵
Image: Strict Stric	Image: The transformed interval and transf
Number	

Verify results (3)



Verify results (4)

Government of the Republic of Trinidad and Tobage				_	HOME	GUIDE	HELP	LOGIN	VERIFY
	Verif	ied Resu	ılt ⊘						
				J		_			
	MINIS	TRY OF EDU	CATION						
	SECONDARY EN	TRANCE AS	SSESSMENT	2023					
	STUDENT P	ERFORMAN	CE REPORT						
Na	me: JOHN, I	ANIEL							
Str	ident Number: 12345678	390							
Da	te of Birth: 21 April	2010							
Ge	nder Male								
Ex	amination Centre 0663 - TO	ORRIB TRACE PR	ESBYTERIAN						
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	· · · · · · · · · · · · · · · · · · ·		2						
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	secondary school, is the total of the s converted to a standard score and w	ch is used to place t student's scores that eighted.	were each	75					
Sec	condary School Assigned: 046	7 - PRINCES TOW	N WEST SECONDA	RY					
Re	gistration Date: 08	July 2022							
• • •	Please contact your assigned school for f	urther registration	details.						

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