

Government of the Republic of Trinidad and Tobago Ministry of Education

Information & Communications Technology Division (ICTD)

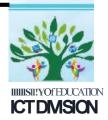
## SECONDARY ENTRANCE ASSESSMENT (SEA) RESULTS PORTAL

**User Manual** 

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>.

# **é iPhone**

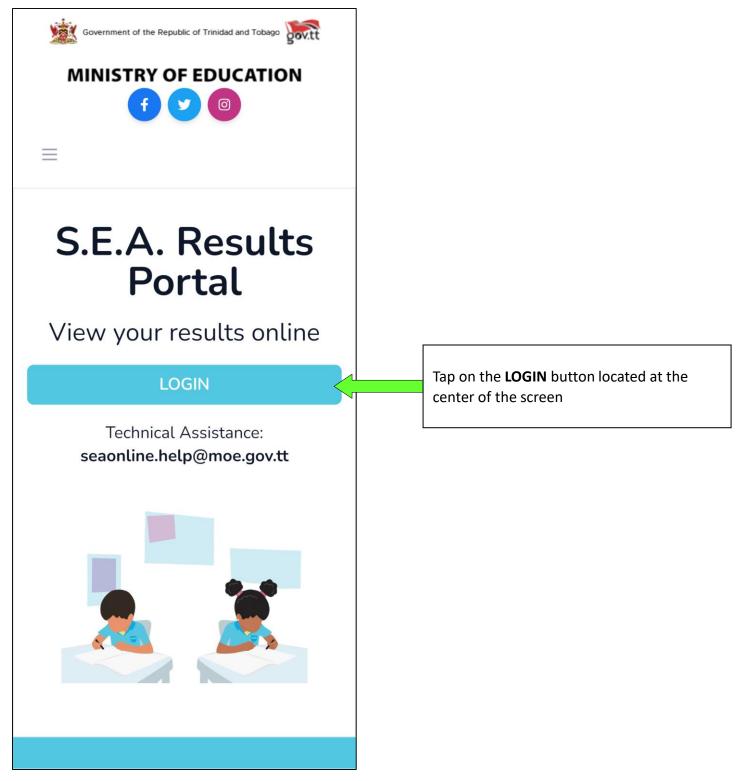
# Accessing the SEA Portal on an Android or IOS Device

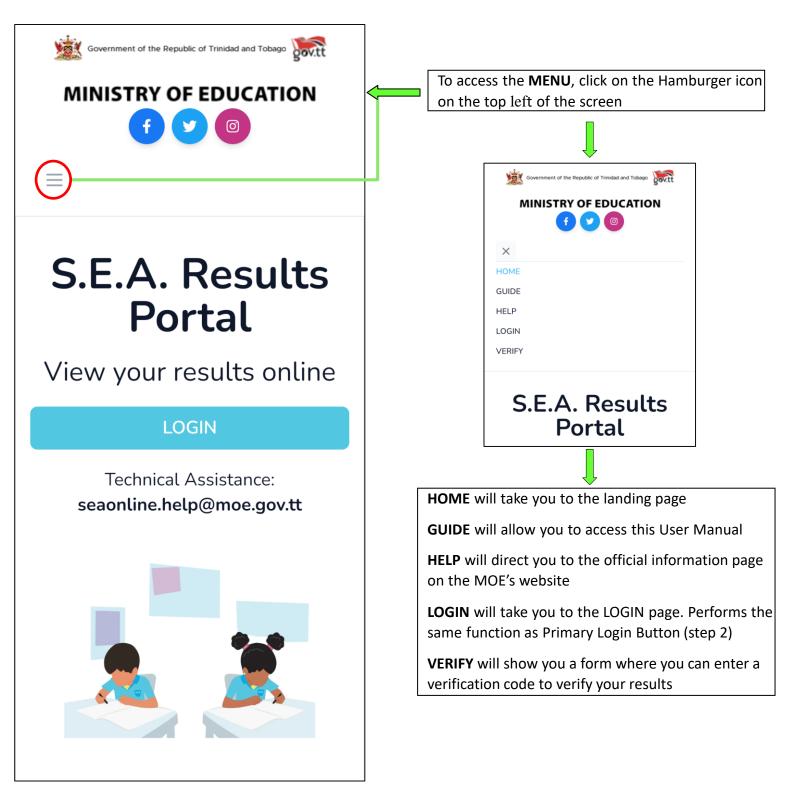
# Powered by android 2006

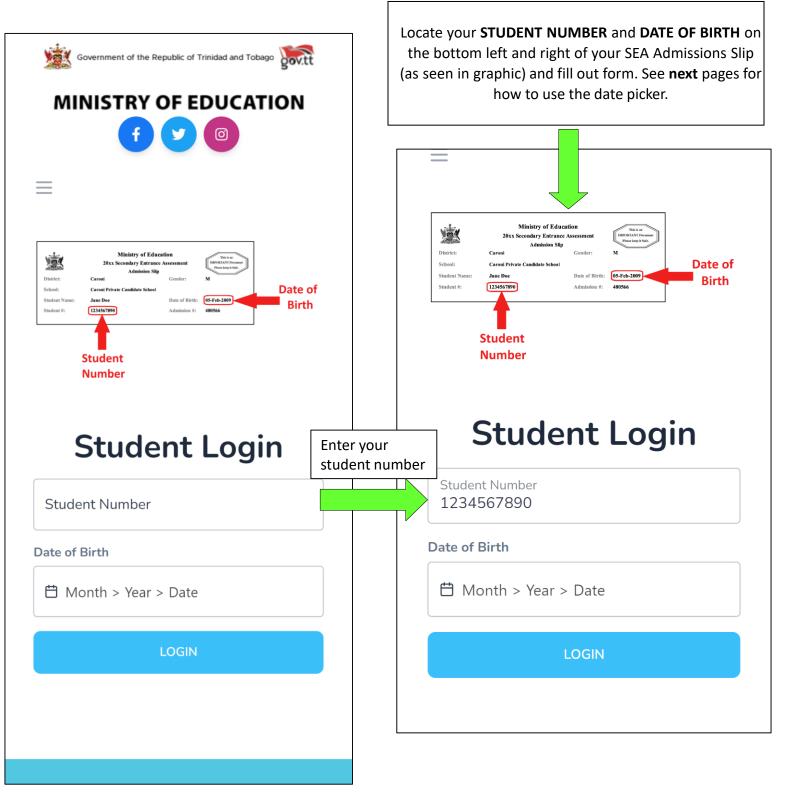
### STEP 1 – Getting to the Portal

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

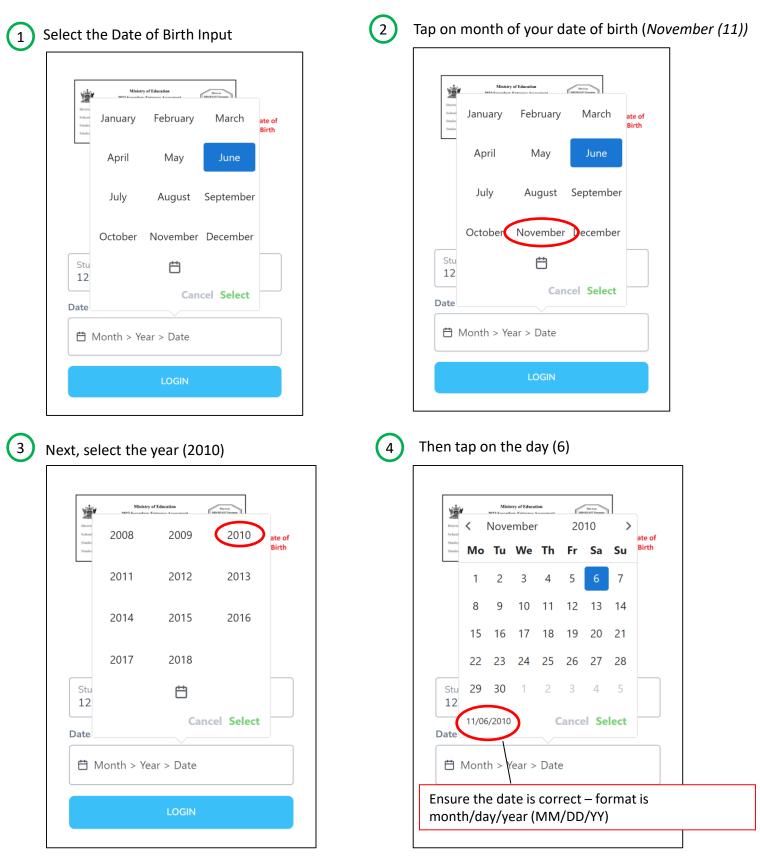






### STEP 3.1 – Using the Date-Picker / Calendar

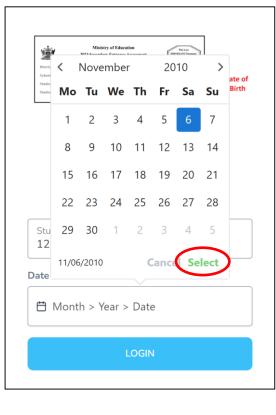
Click on the date of birth field. You would need to select, firstly, the month of your date of birth, followed by the year then day. The screenshots below demonstrates an **example** if the user had a date of birth of 11-06-2010 (MM-DD-YYYY).



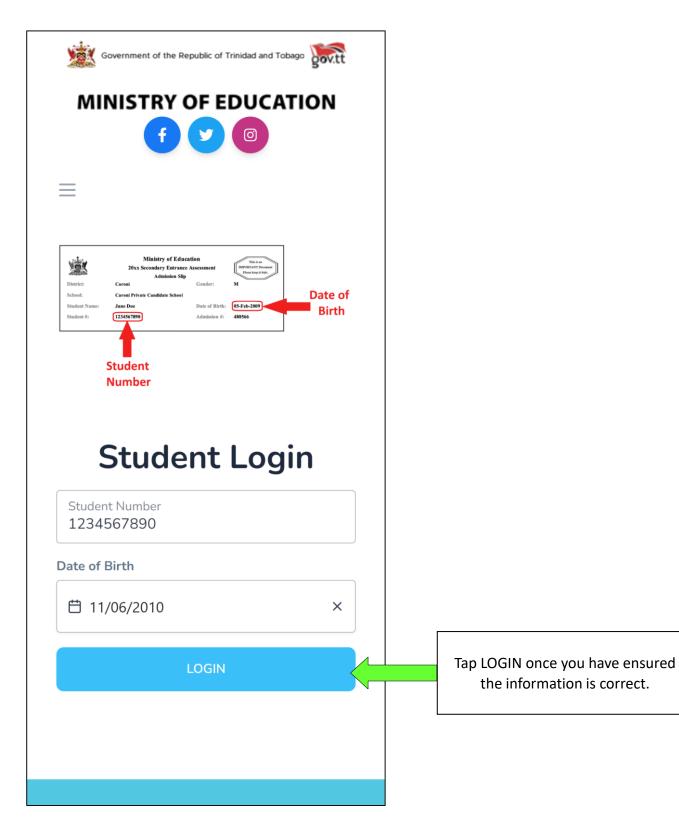
### STEP 3.1 – Using the Date-Picker / Calendar

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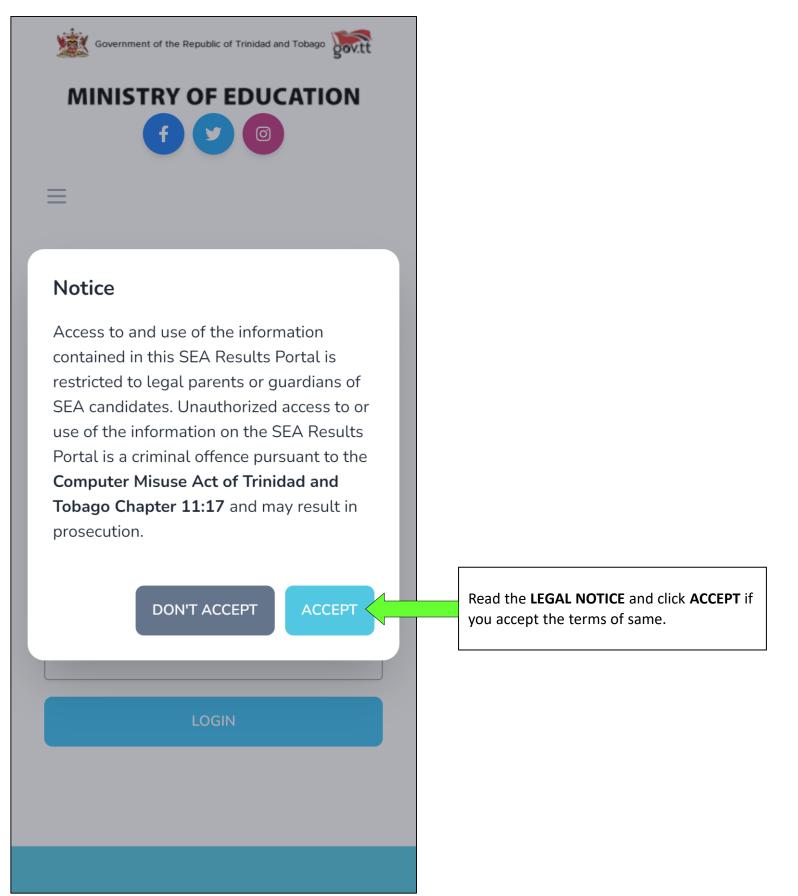
Lastly, tap **Select** to set the value as your input



	Final Result:	
School: G	20xx Secondary Entrance Assessment IMPORT	Date of
	udent umber	
S	tudent L	ogin
Student 123456	Number	ogin
Student 123456	Number 57890	ogin
Student	Number 57890 rth	ogin ×
Student 123456 Date of Bi	Number 57890 rth	

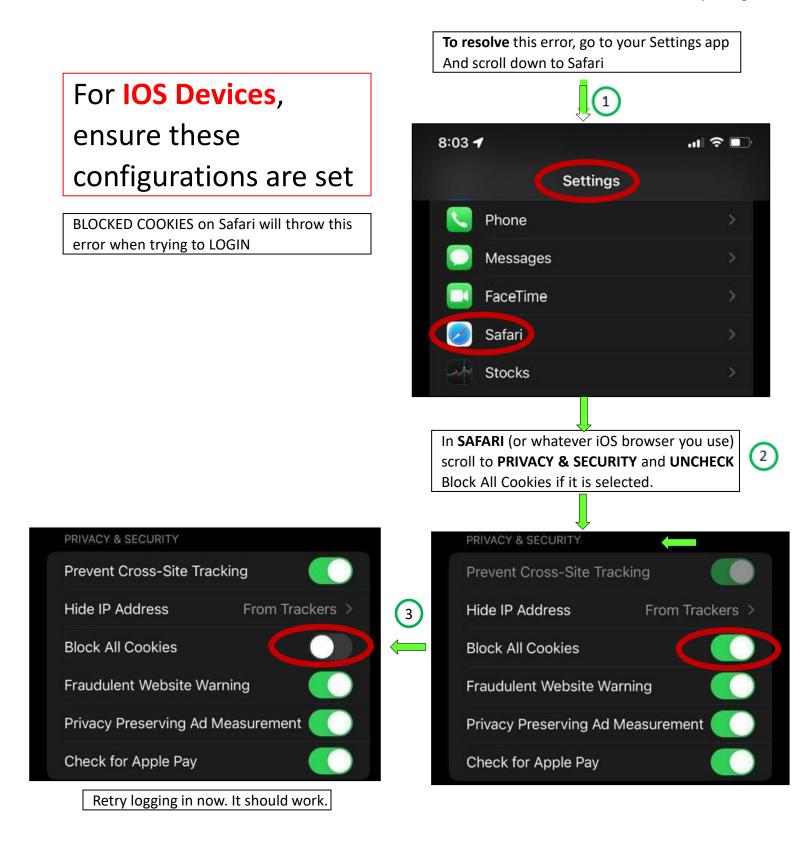


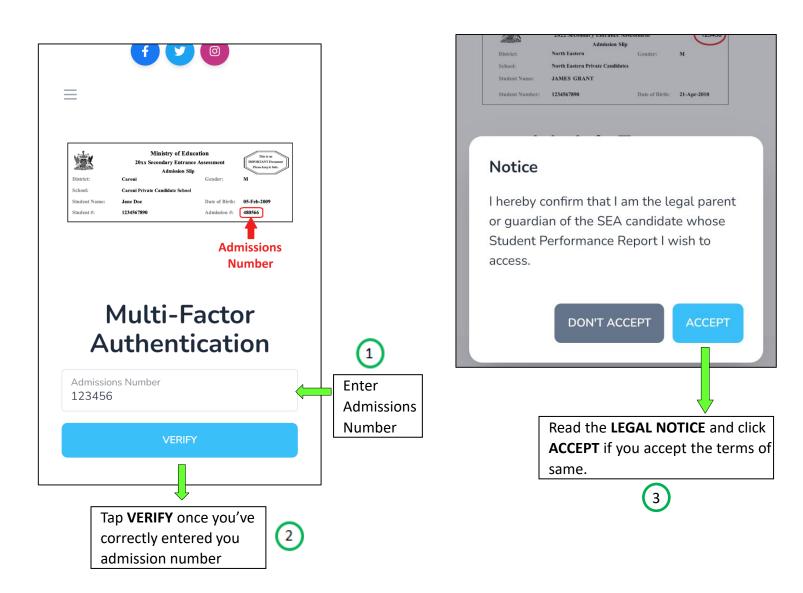
#### STEP 5 – Login with legal notice 1



### STEP 3 – Negating the 419 Error (IOS)

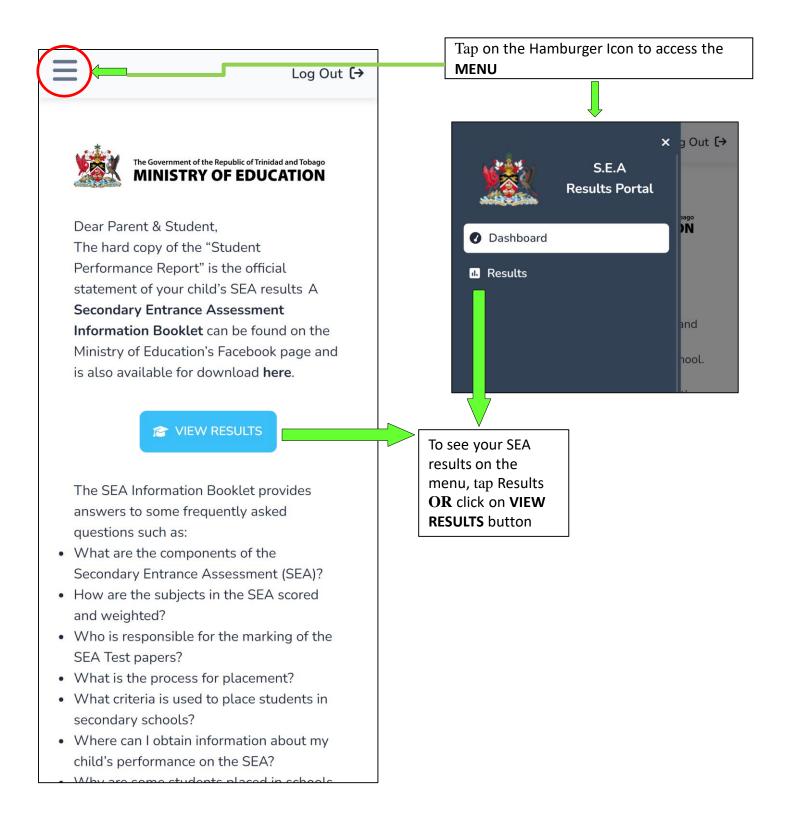
Some iOS Devices block all cookies on a browser by default (mostly Safari but can happen on Chrome in iOS). Cookies are a method used to store data on the browser and blocked cookies will affect the user's ability to login.

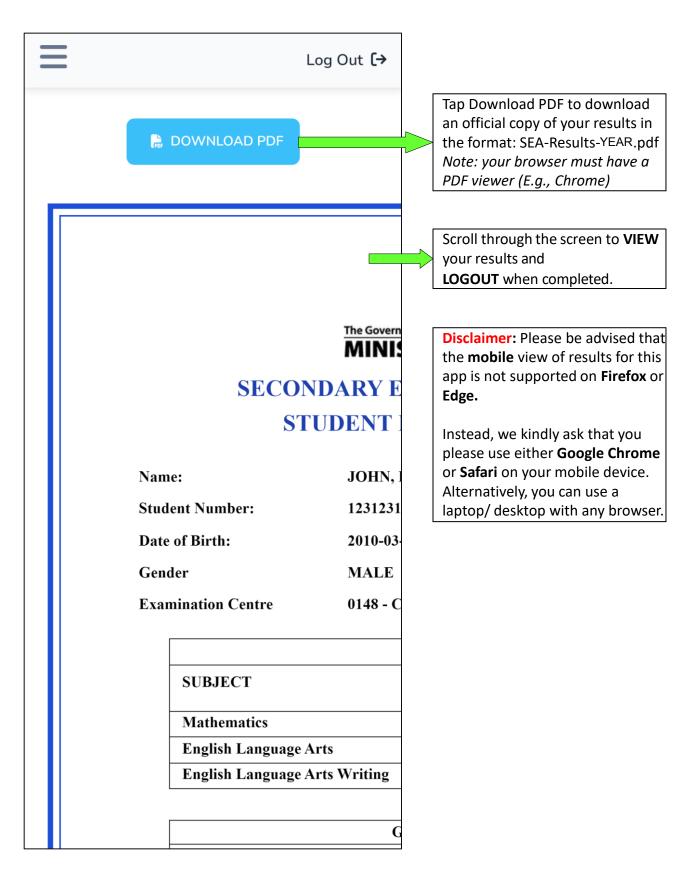


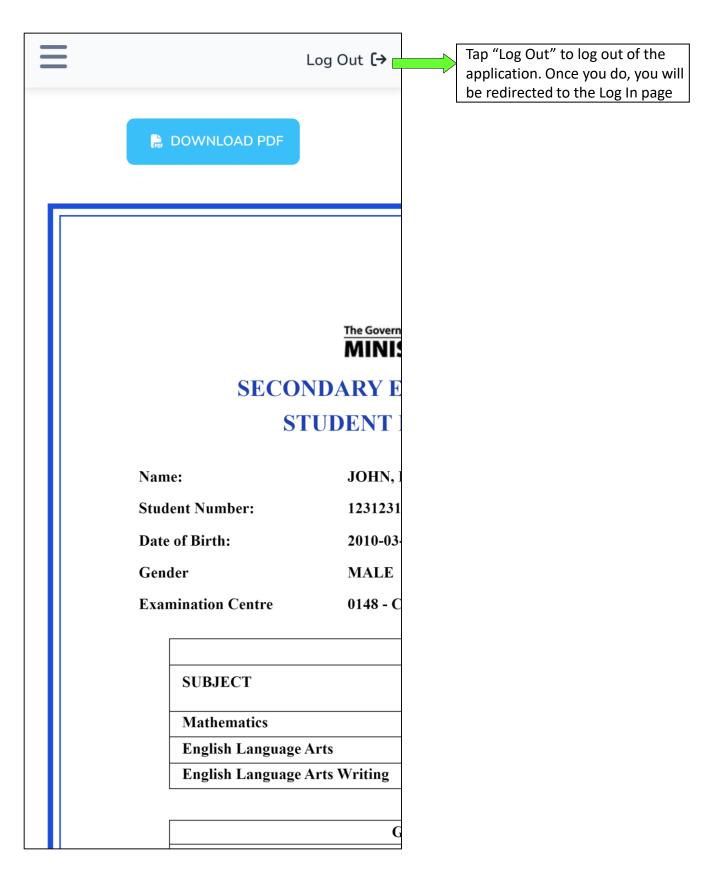


#### STEP 7 – Dashboard

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** 

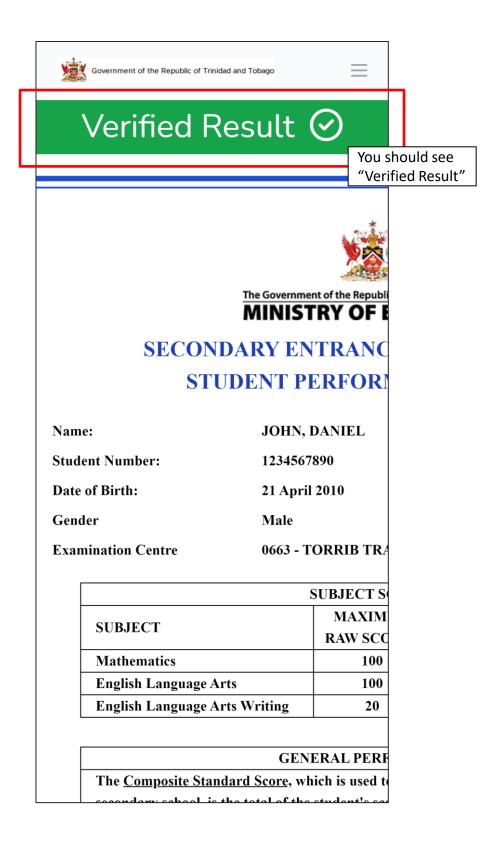






### Verifying Results (Optional) (1)

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
<ul> <li>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.</li> </ul>	f y Ø
1b3b3c15-db4d-4332-bb53-f220cc6a2837	×
	HOME
Copy verification code	GUIDE
	HELP
	LOGIN
	VERIFY 2 Tap Verify link
	<ul> <li>Please contact your assigned school for further registration details.</li> <li>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.</li> <li>34a10a2d-91b3-4ba8-8911-29237e121a7a</li> <li>Verification Code</li> </ul>
	Enter 32-Digit Code       Enter       3         1b3b3c15-db4d-4332-bb!       Enter       3         code       code       837
	VERIFY



# **É MacBook Pro**

7. Accessing the SEA Portal on a Desktop/Laptop



Prepared by the ICTD, Ministry of Education

Version. 2.0

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### 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: <a href="https://searesults.moe.gov.tt/">https://searesults.moe.gov.tt/</a>

### STEP 2 – Accessing the Login Page and Menu

Government of the Republic of Trinidad and Tobago		govit
MINISTRY OF EDUCATION		<b>f</b> 💙 🐵
HOME GUIDE HELP LOGIN VERIFY		
S.E.A. Results Port	tal	
View your results online		
LOGIN		
Technical Assistance: <b>seaonline.help@moe.g</b>	iov.tt	
Ministry of Education	Contact Us	About Us
Education Towers #5 St. Vincent Street	<ul> <li>1 (868) 622-2181</li> <li>info@moe.gov.tt</li> </ul>	The Ministry of Education, conveniently located in downtown Port of 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 Tobas	90			govit
MINISTRY OF EDUCATION	N			f y 0
HOME GUIDE HELP LOGIN District: School: Student Name: Student #:	Ministry of Education	Date of Birth	Student Login Technical Assistance: seaonline.help@moe.gov.tt Student Number	
			Date of Birth	
	ltudent Number		LOGIN	
		When you click on the <b>Date</b> of Birth field, a date- picker/calendar will appear		
inistry of Education ducation Towers	<b>Contact Us</b> <b>1</b> (868) 622	as shown	About Us The Ministry of Education, conveniently locate	
5 St. Vincent Street Port of Spain	◎ info@moe.g ■ MOE HR He		Spain, is a one-stop hub for all education-related structured Ministry now has responsibility for Advanced Training Division (SATD) as well as	

### 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)).

Mini 3033 Comment Distric	try of Education no	Al i ar			Distric	3033 Gaunad	try of Education		Takes MOREANED				
School January Studee	February	March ate Birt			Studer Studer	January	Febi	ruary	IV	/larch	ate Bir		
April	May	June				April	М	ay		June			
July	August Se	eptember				July	Aug	gust	Sep	temb	er		
October	November De	ecember				October	Nove	mbe	r Deo	cemb	er		
Stu 12	Ê				Stu 12		ť	5					
Date	Cancel	Select			Date			Ca	ncel	Selec	t		
Houth > >	′ear > Date					/lonth > \	'ear > [	)ate					
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	LOGIN						LO	GIN					
	LOGIN						LO	GIN					
kt, select th	e year (2010	0)		(4) Tł	hen ta	ap on t	he da	ıy (6			1		
kt, select th	e year (2010	Data DOULDY News		(4) Tř	Distric	M 2023 Same		ıy (6	5 <b>)</b> 201		]		
kt, select th	e year (2010	2010	ate of Birth	(4) Tř	瀘	M 2023 Same	he da	ıy (6	201	10		ate of Birth	
ct, select th	e year (2010	2010		(4) Tł	Distric	* Nov	he da	ıy (6	201	10			
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st, select th	e year (2010 http://www.interview.com/ 2009 2012	2013		(4) Tł	Distric	< Nov Mo Tu 1 2 8 9 15 16	he da entry of Education ember We 3 10 17	<b>ry (€</b> <b>Th</b> 4 11 18	2011 Fr 5 12 19	0 <b>Sa</b> 13 20	<b>Su</b> 7 14 21		
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xt, select th	e year (2010	2013		4 Tř	Burn Studer Studer	K Nov Mo Tu 1 2 8 9 15 16 22 23	he da ember We 3 10 17 24 1	<b>Th</b> 4 11 18 25 2	201 Fr 5 12 19 26	10 <b>Sa</b> 13 20 27 4	<b>Su</b> 7 14 21 28 5		

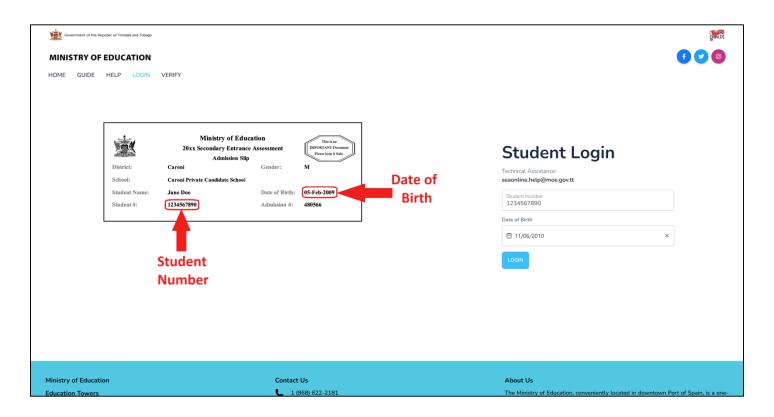
### STEP 3.1 – Using the Date-Picker / Calendar

(5)
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Lastly, tap Select to set the value as your input

Distric			ember	r	20	nitor num	>	
Studer Studer	Мо	Tu	We	Th	Fr	Sa	Su	ate o Birth
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
Stu 12	29	30	1	2	3	4	5	
ate	11/06	/2010	)	C	Cance	el Se	lect	>
	Vont	h > \	/ear >	Date	9			

**Final Result:** 



### STEP 4 – Login with Legal Notice 1

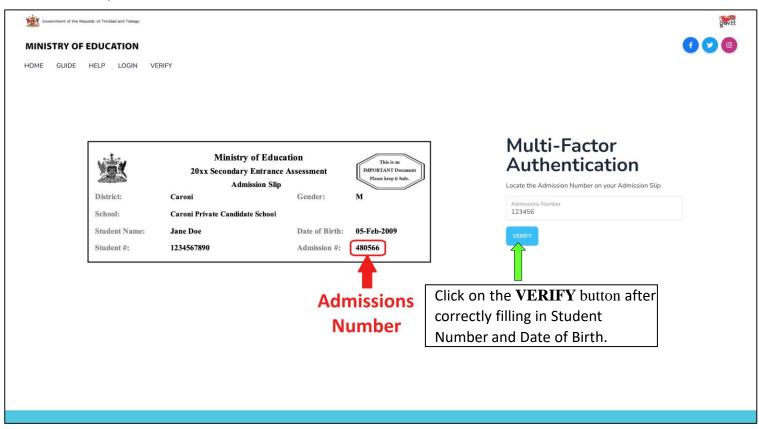
Government of the Republic of Trinidad and Tobage				govitt
MINISTRY OF EDUCATION				f 💙 🞯
HOME GUIDE HELP LOGIN District: School: Student Name: Student #:	VERIFY	Date of Birth	Student Login Technical Assistance: seaonUine.help@moe.gov.tt Student Number 1234567890 Date of Birth 11/06/2010 ×	
		Click 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

Government of the Republic of Trinided and Tobago		goot
MINISTRY OF EDUCATION		G 🖸 🕘
HOME GUIDE HELP LOGIN VERIFY		
20xx Secondary Entrance Assessment	Notice	Student Login
	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: Carom Private Canudate 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.	1234567890
	DON'T ACCEPT	Date of Birth
		🛱 11/06/2010 ×
Student		LOGIN
Number		
	Read the LEGAL NOTICE	and click
	ACCEPT if you accept th	e 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 Trinded and Tobago		govit
MINISTRY OF EDUCATION		600
HOME GUIDE HELP LOGIN VERIFY Ministry of 20xx Secondary E Admiss District: Caroni School: Caroni Private Candidate Student Name: Jane Doe Student #: 1234567890	ion Slij Notice I hereby confirm that I am the legal parent or guardian of the SEA candidate whose Student Performance Report I wish to	
Prepared by the ICTD, Ministry o	f Education Version. 2.	0 Page <b>25</b> of

30

### 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	
🖾 Realis	The Government of the Republic of Trinidad and Tobago MINISTRY OF EDUCATION
	Dear Parent & Student.
	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 <b>MENU</b>	
to see your SEA Results OR	The SEA Information Booklet provides answers to some frequently asked questions such as:
	What are the components of the Secondary Entrance Assessment (SEA)?
click on VIEW RESULTS	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?
	What can i do in ram not satisfied with the placement of my child?     How do I request a review of my child's scores?
	How do Lapply 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 criteria are used to determine which students will re-sit the SEA?
	Why is my child required to re-sit the SEA?
	Why has my child who is older than 13 years and who scored 30% or less, been placed in a Junior Life Centre?
	<ul> <li>What are some of the challenges my child may face moving from primary to secondary school?</li> </ul>

### **STEP 7 – View Results**

S.E.A Results Portal					Log Out
🕢 Dashboard	OWNLOAD PDF				2023
Results					
		VAX			
	The M	Sovernment of the Republic of Trinid	aad and Tobago CATION		
	SECONDAR	Y ENTRANCE AS	SSESSMENT	2023	
	STUDE	STUDENT PERFORMANCE REPORT			
	Name: JOF	IN, DANIEL			
	Student Number: 123	231231			
	Date of Birth: 2010	-03-07			
	Gender MA	LE			
	Examination Centre 014	- CUNAPO (ST FRANCIS	5) RC		
		SUBJECT SCORES			
	SUBJECT	MAXIMUM RAW SCORES	NATIONAL MEAN SCORES	STUDENT SCORES	
	Mathematics	100	33.83	81.25	
	English Language Arts	100	39.82	99.00	
	English Language Arts Writi	ng 20	6.33	8.00	

### STEP 8 – Download Results

S.E.A Results Portal		Log Out <b>(</b> >
	Click here to download you results in PDF format Note: your browser must have a PDF viewer (E.g., Chrome) Winistry of Education SECONDARY ENTRANCE ASSESSMENT 2023 STUDENT PERFORMANCE REPORT Munistry Control and Tobase Student Number: 123123123 Date of Birth: 2010-037 Gender MALE Examination Centre 0148 - CUNAPO (ST FRANCIS) BC	2023
	SUBJECT MAXIMUM NATIONAL STUDENT RAW SCORES MEAN SCORES SCORES	
	Mathematics 100 33.83 81.25	
	English Language Arts10039.8299.00	
	English Language Arts Writing   20   6.33   8.00	

### STEP 9 – Logout

S.E.A Results Portal		Click here to logout once you're finished	2 Log Out [+ 2023			
Results	MINIST SECONDARY EN	tof the Republic of Trinidad and Tobago RY OF EDUCATION TRANCE ASSESSMENT 2023 CRFORMANCE REPORT				
	Name: JOHN, DAN	IEL				
		Student Number: 1231231231				
	Date of Birth: 2010-03-07 Gender MALE					
		APO (ST FRANCIS) RC				
		BJECT SCORES				
	SUBJECT	MAXIMUM NATIONAL STU	DENT RES			
	Mathematics	100 33.83 81.				
	English Language Arts	100 39.82 99.				
	English Language Arts Writing	20 6.33 8.	00			

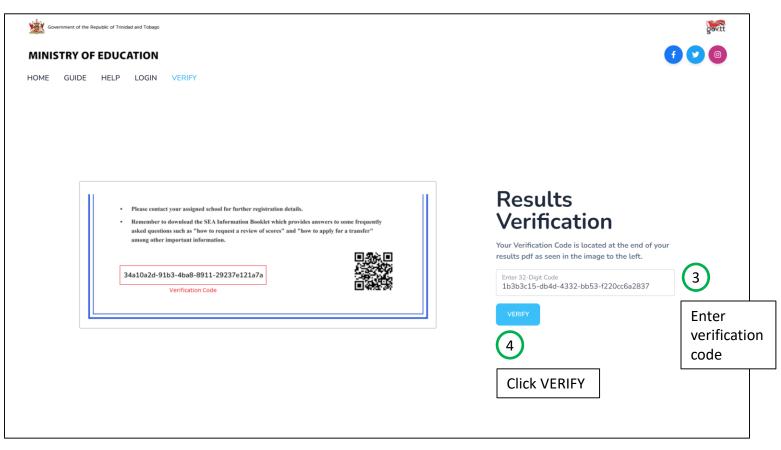
## Verifying results (Optional) (1)

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, whi	h is used to place t	he student into a		
secondary school, is the total of the s	udent's scores that	were each	100	
converted to a standard score and w	eighted.			
<ul> <li>Remember to download the SEA Information asked questions such as "how to request among other important information.</li> </ul>		1771)		
1b3b3c15-db4d-4332-bb53-f220cc	6a2837			

### Verify results (2)

### Verify results (3)



### Verify results (4)

Government of the Republic of Trinidad and Toba				_	HOME	GUIDE	HELP	LOGIN	VERIFY
	Verif	ied Resu	lt ⊘						
						_			
		TRY OF EDU							
	SECONDARY EN	TRANCE AS	SSESSMENT	2023					
	STUDENT P	ERFORMAN	CE REPORT						
N	ame: JOHN, D	ANIEL							
s	tudent Number: 12345678	390							
в	ate of Birth: 21 April	2010							
G	ender Male								
Е	xamination Centre 0663 - TO	ORRIB TRACE PR	ESBYTERIAN						
		SUBJECT SCORES	5	1					
	SUBJECT	MAXIMUM	NATIONAL	STUDENT					
		RAW SCORES	MEAN SCORES	SCORES					
	Mathematics English Language Arts	100	41.94 44.40	91.00 87.00					
	English Language Arts Writing	20	8.87	10.00					
	97		2 20						
		ERAL PERFORM							
	The <u>Composite Standard Score</u> , whi secondary school, is the total of the converted to a standard score and w	student's scores that		75					
s	econdary School Assigned: 046	7 - PRINCES TOW	N WEST SECONDA	RY					
R	egistration Date: 08	July 2022							
•	Please contact your assigned school for f	urther registration o	details.						

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