



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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612-HELP (ICT Helpdesk)  
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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.

The Portal will be accessible from 12:00 noon on the day of results.

### 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 [seasonline.help@moe.gov.tt](mailto:seasonline.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

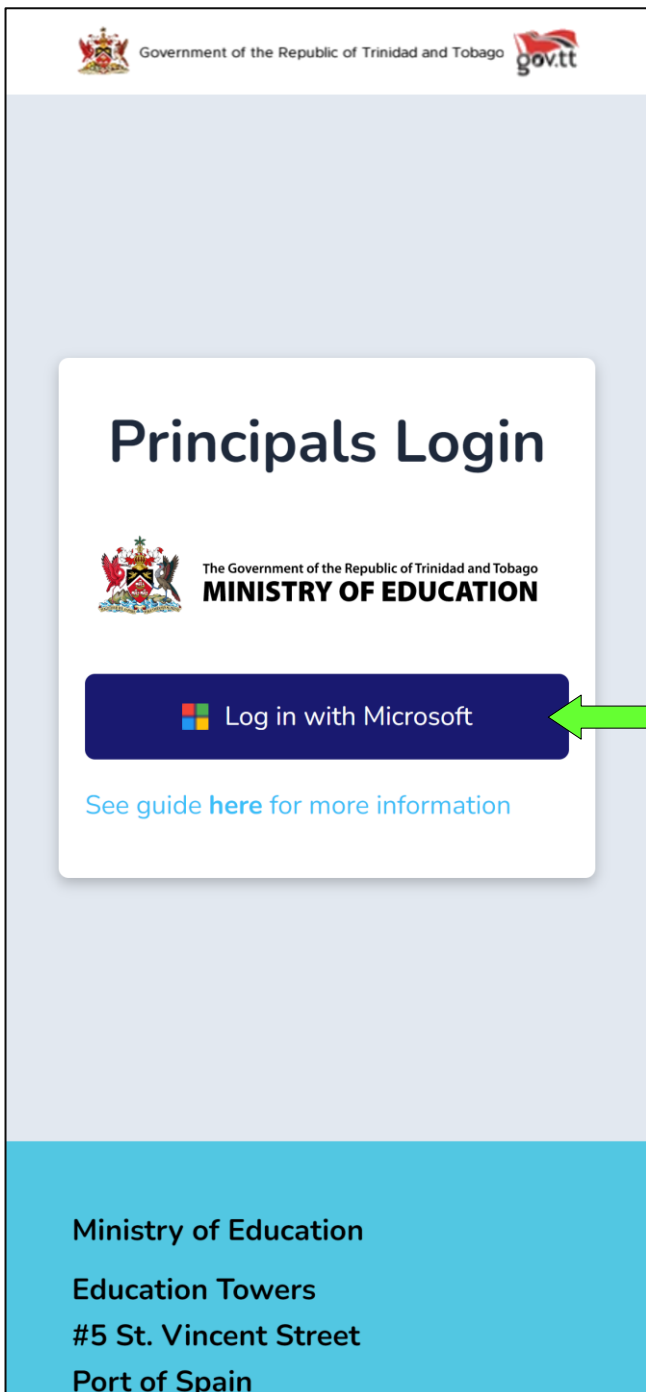
android 

## 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



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### 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



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← 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)

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	Score
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
			14	

STEP 5 – Download Excel file of results

Log Out ↗

Example Primary School

S.E.A Results for

2023 ▾

Search Student ID

Q

Or

Search Student Name

Q

ALL STATUSES

▾

CLEAR FILTERS ▾

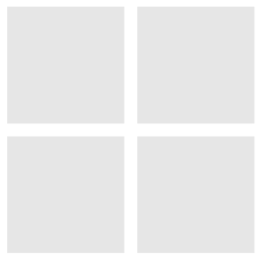
DOWNLOAD ⬇

Name	ID	Gender
MAHASE		

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



## Accessing the SEA Principal Portal on a Desktop/Laptop



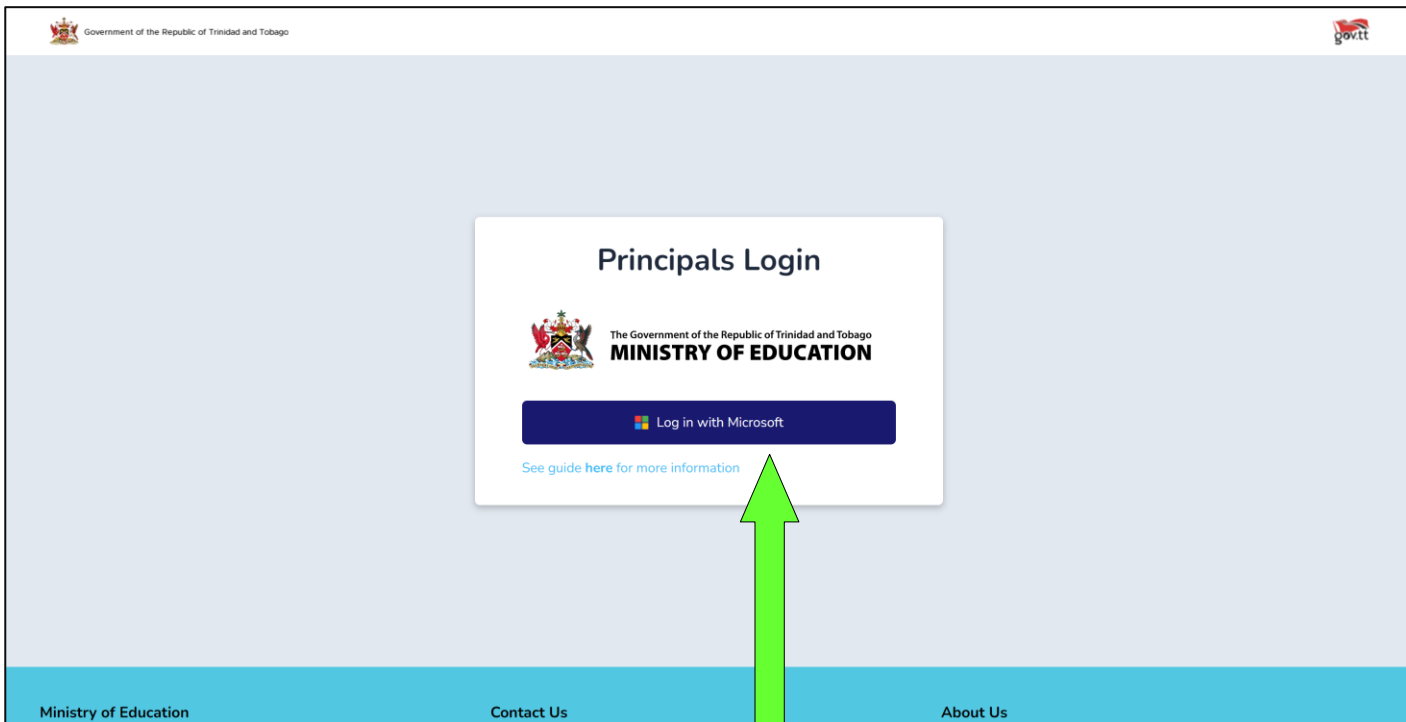
# Windows 11

## 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>

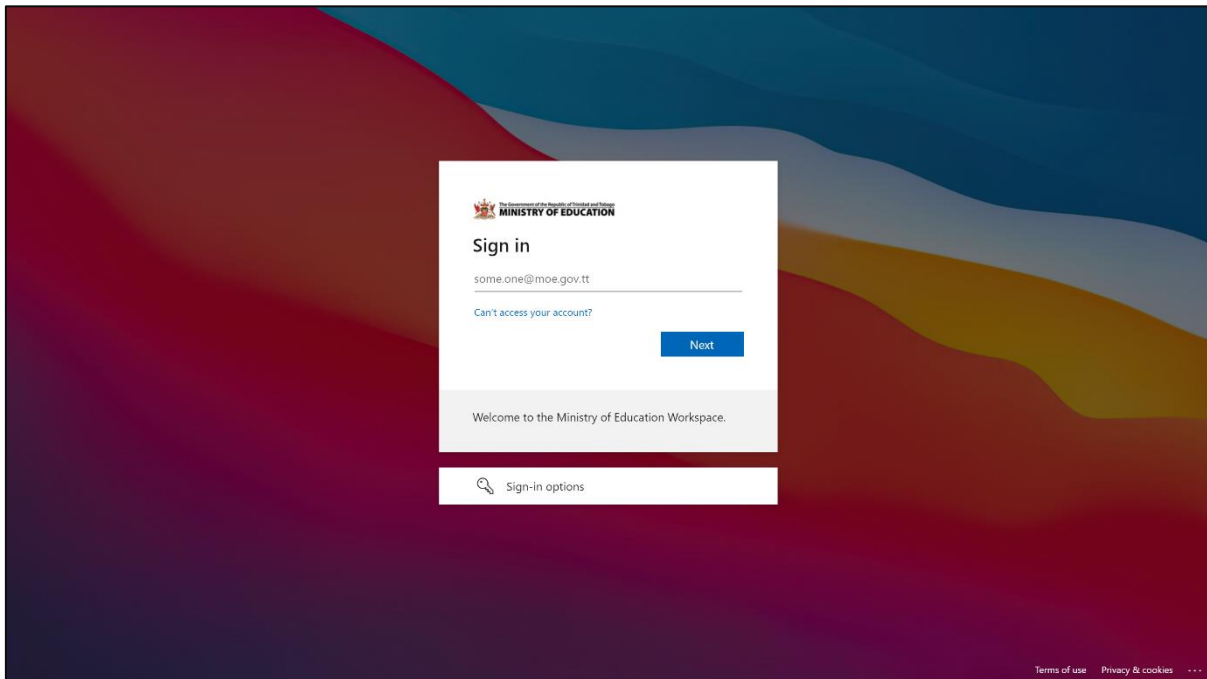
## STEP 2 – Log into the principal portal



Click this button to log into the principal's portal

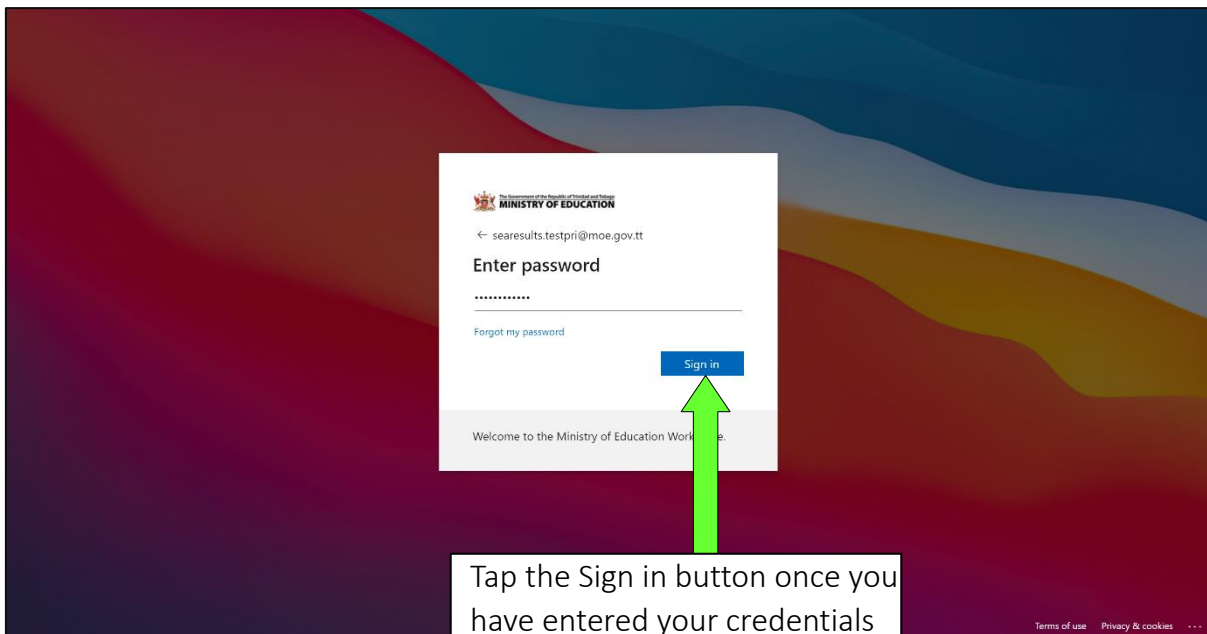
## STEP 3 – Logging into the application

### STEP 3.1– Enter email



The screenshot shows the 'Sign in' screen of the Ministry of Education Workspace. The background is a dark blue and purple gradient. The sign-in form is a white card in the center. It features the Ministry of Education logo at the top, followed by the title 'Sign in'. Below the title is an email input field containing 'some.one@moe.gov.tt'. Underneath the email field is a link that says 'Can't access your account?'. A blue 'Next' button is positioned to the right of the email field. At the bottom of the white card, there is a section titled 'Sign-in options' with a magnifying glass icon. Below the white card, a grey bar contains the text 'Welcome to the Ministry of Education Workspace.' At the very bottom of the screen, there are links for 'Terms of use' and 'Privacy & cookies'.

### STEP 3.2– Enter password



This screenshot shows the 'Enter password' step of the sign-in process. The email field now contains 'seareresults.testpri@moe.gov.tt'. The password field is masked with dots. A blue 'Sign in' button is located below the password field. A large green arrow points from a text box at the bottom of the screen up to the 'Sign in' button. The text box contains the instruction: 'Tap the Sign in button once you have entered your credentials'. The rest of the screen, including the Ministry of Education logo, 'Forgot my password' link, and footer links, remains the same as in the previous step.

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

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	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
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

Search Student ID

Or

Search Student Name

CLEAR FILTERS

DOWNLOAD

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

Results

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,

Autosave | File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Paste | Copy | Font | Paragraph | Alignment | Number | Styles | Cells | Editing | Analysis | Document Cloud

Results\_Primary School Name\_2023 - Example Down... Saved to this PC

Search

Worksheet: +

AAS	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1	Primary SI	Primary Student N	Last Name	First Name	Gender	DOS	Religion	Address	Municipal Communi	Raw Score	Spoken Raw Score	Reading Weighted	Writing Weighted	Math Weighted	Science Weighted	Remedial	Rest	School1N	School2N	School3N	School4N	School Placed	Registration Date				
2	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	School1	School2	School3	School4	CARIPACHIMA EAST *****				
3	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	School1	School2	School3	School4	AS.J.S.A BOYS' COLLEGE *****				
4	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	School1	School2	School3	School4	COVUA WEST SECOND *****				
5	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	School1	School2	School3	School4	TO REST SEA IN 2023 *****				
6	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	School1	School2	School3	School4	MIRACLE MISTRESS *****				
7	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	School1	School2	School3	School4	PREYAL SECONDARY *****				
8	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	School1	School2	School3	School4	CARIPACHIMA WEST *****				
9	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	School1	School2	School3	School4	CARIPACHIMA EAST *****				
10	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	School1	School2	School3	School4	CARIPACHIMA EAST *****				
11	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	School1	School2	School3	School4	SARASWATI GIRLS H *****				
12	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	School1	School2	School3	School4	CARIPACHIMA WEST *****				
13	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	School1	School2	School3	School4	COVUA EAST SECOND *****				
14	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	School1	School2	School3	School4	COVUA WEST SECOND *****				
15	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	School1	School2	School3	School4	CARIPACHIMA WEST *****				
16	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	School1	School2	School3	School4	CHAGUANAS SOUTH *****				
17	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	School1	School2	School3	School4	COVUA WEST SECOND *****				
18	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	School1	School2	School3	School4	FREEDPORT JUNIOR LP *****				
19	1111	Example F	1234567890	Surname	First name Male	2009-07-1	-Religion	Address	Port of Sp Communi	90	85.15																

AutoSave Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Calibri 11

Font: Alignment: Number: Styles: Cells: Editing: Analysis: Adobe:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Second	Secondary	Primary	St	Student	Nur	Last	First	Name	Gender	DOB	Religion	Address	Municipal	Council	Raw	Score	Raw	Score	Weighted	Weighted	Weighted	Weighted	Remedial	School1	School2	School3	School4	Name
2	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
3	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
4	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
5	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
6	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
7	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
8	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
9	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
10	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
11	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
12	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
13	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
14	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
15	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0	School1	School2	School3	School4		
16	0003	BISHOP	AI	Example	F	1234567890	Surname	First	First	Female	14/07/2010	Religion	Address	Port of Sp	Sp Communi	90													

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