



EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: Ms N. Mkhutshulwa Tel: 040 602 7067. Cell No. 060 523 7497 Email: nompumelelo.mkhutshulwa@ecdoe.gov.za

Website: www.ecdoe.gov.za

ASSESSMENT INSTRUCTION NO 22 OF 2024


**TO: DEPUTY DIRECTORS-GENERALS
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 – 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE 4 APRIL 2024

**NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS APPLICATION FOR
APPOINTMENT AS A MARKER: DECEMBER 2024**

1. GENERAL INFORMATION

- 1.1** A **LINK** for the **Online Application Form** is attached together with a guideline on how to complete and submit online the form as **ANNEXURE 4**.
- 1.2** Applicants are required to **carefully read all instructions** contained in this Assessment Instruction before filling the online application form.
- 1.3** Educators and/or Subject Advisors who are declared as potential and competent applicants may fill and submit the Online Application form.
- 1.4** Deputy Chief Education Specialists who operate as Subject Advisors in their Districts may also apply but this must be clearly captured in the declaration form by the CES-Curriculum.
- 1.5** It must be noted that, the PAM document, Gazette No 46879, page 192, D.4.4.1, provides that ***preference should be given to serving educators who are presently teaching the subject [concerned]***.
- 1.6** Verification will be done at School and District levels by appropriate Verification Committees.
- 1.7** It is the responsibility of an applicant to ensure that all required documents (**in PDF**) are attached and uploaded with the application.



1.8 Chairpersons of the verification committees at all levels must verify that all documents required have been attached and uploaded by each applicant.

2. WHO SHOULD APPLY AS A MARKER?

2.1 An educator may apply to be a Marker of the National Senior Certificate (NSC) Examinations, provided he/she taught/advised the subject he/she is applying for in Grade 12 for at least 2 years during the period between 2019 to 2023 (within 5 recent years), in the FET Phase.

2.2 An educator with a recognised three-year post school qualification which must include the subject concerned at a second or third-year level, or other appropriate post Grade 12 qualifications.

2.3 Educators who have certificates that do not show the area of specialization and the year of study e.g., second year level must attach transcripts of results.

2.4 Applicants must have a **SACE certificate**.

2.5 School Governing Body (SGB) educators (**who will not be employed as Educator Assistants during marking period**) and educators from independent school who have relevant qualifications but must ensure that **they do not write any persal number** (Must write '0' instead). Providing an inactive Persal number may result to disqualification.

2.6 **NB: Appointment of markers will be based on learner performance in the subject one is applying for, between the years 2019-2023. Educators/Subject Advisors who have obtained a 50% and above pass rate will have an added advantage.**

2.7 ***Only One application per applicant will be accepted.***



3. WHO DOES NOT QUALIFY TO APPLY AS A MARKER?

3.1 Office-based educators who are **not** directly involved in advising, training, and supporting subject teachers e.g., CESs, Circuit Managers, Curriculum Advisors/Subject Advisors in the GET phase, must not apply to mark Grade 12.

3.2 Educators who have not taught Grade 12 during the period 2019 to 2023 in the subject they are applying for.

3.3 Educators who are in appointments that are active in the system (Educators Assistant, etc).

3.4 Officials employed in the Examinations and Assessment Chief Directorate.

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- 3.5 Educators/Officials who have been found to have contravened the Examination Regulations and are still serving the sanctions.
 - 3.6 Educator who was **medically boarded**.
 - 3.7 A person who was **suspended/dismissed/absconded**.
 - 3.8 School Principals.
 - 3.9 Educators/office based who are on leave.

4. VERIFICATION AT SCHOOL AND DISTRICT LEVEL:

4.1 SCHOOL LEVEL

- 4.1.1 Principal to convene a meeting with all the potential applicants and the School Management Team (SMT) before the filling of online markers' application forms.
- 4.1.2 Complete the LIST OF APPLICANTS (**ANNEXURE 3**), that will be signed by each applicant and the Principal. A signed copy of attendance registers and minutes of the meeting must be scanned separately and attached to the Online marker application form by each applicant.
- 4.1.3 A declaration form signed by the Principal for each individual applicant must be scanned and attached/uploaded by each applicant.
- 4.1.4 The signing of the declaration form is legally binding, and it certifies the accuracy and ownership of the information provided by a signatory.
- 4.1.5 Principals must present the list of applicants to the entire staff (educators) before signing it.
- 4.1.6 Any false information supplied in this document will result in the **disqualification of all the applicants in the school** from being appointed as markers for two consecutive years. Furthermore, disciplinary action shall be taken against the principal as per the regulations.

4.2 DISTRICT LEVEL

- 4.2.1 CES curriculum management to convene a meeting with all the potential applicants and District Management Team (DMT) before the filling of online markers' application forms.
- 4.2.2 Complete the LIST OF APPLICANTS (**ANNEXURE 3**), that will be signed by each applicant and Chief Education Special (CES). A signed copy of attendance registers and minutes of the meeting must be scanned separately and attached to the Online marker application form by each applicant.
- 4.2.3 A declaration form signed by the CES-curriculum management for each individual applicant (subject advisor) must be scanned and attached/uploaded by each applicant.
- 4.2.4 The signing of the declaration form is legally binding, and it certifies the accuracy and ownership of the information provided by a signatory.

4.2.5 CES must present the list of applicants to the entire staff (subject advisors) before signing it.

4.2.6 Any false information supplied in this document will result in the **disqualification of all the applicants in the district** from being appointed as markers for two consecutive years. Furthermore, disciplinary action shall be taken against the subject advisor/CES as per the regulations.

5. INSTRUCTIONS TO PRINCIPALS/CESs

5.1 List of Subjects is attached as **ANNEXURE 2**.

5.2 Approval must only be given, by signing the **declaration form**, if the Educator/Subject Advisor was/is responsible for teaching/advising the subject in Grade 12 during the period 2019 to 2024. **ANNEXURE 1**.

5.3 **Do not sign** the Declaration forms of Educators/Subject Advisors who are **not teaching in your school/ who are not teaching the subject / advising in your district or who have outstanding documents**.

5.4 NB: Principals/CESs must ensure that documents to be uploaded into individual online markers' application forms are **accurate, valid, and verifiable**.

5.5 Principal/CES must make and hand-over copies of attendance register, declaration forms and signed minutes of the verification meeting to the applicants and must file a copy of the list of recommended applicants for future reference.

6. ONLINE VERIFICATION OF APPLICATION FORMS AT DISTRICT LEVEL:

6.1 The members of the **Verification Committee** to the online application forms for NSC Grade 12 Markers, for educators/subject advisors, will consist of:

6.1.1. CES/ Acting CES: Curriculum management (Chairperson).

6.1.2. CMC Heads /Acting CMC Heads.



6.1.3. CES/Acting CES / DCES: Examinations and Assessment.

6.1.4. Circuit Managers.

6.1.5. FET Subject Advisors.

6.1.6. Teacher Union representatives from SADTU & CTU-ATU as observers.

6.1.7. Secretariat from HRA.



6.1.8. **NB:** The committee must ensure that all criteria are met, and information provided is verified against the attached documents. Reasons for not recommending must be checked in a drop-down list /arrow on the online application form, in the event that the applicant is not recommended.

6.1.9. **Office-based educators should recuse themselves** when the Verification Committee verifies their own application forms.

6.1.10. ***Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCES of the same subject.***

6.1.11. **Attached required documents must be verified against the summary dashboard in the online marker application form.**

6.1.12. Each verified online form (whether recommended or not recommended) must then be submitted successfully online.

7. SELECTION PANEL AT HEAD OFFICE

7.1. Members of the **Provincial Selection Panel** that recommends NSC Markers to the Head of Department for appointment consist of:

7.1.1. Chairpersons of Selection Panels.

7.1.2. CES: Marking Processes & Feedback with Marking Processes Officials.

7.1.3. CES: Policy Compliance.

7.1.4. CES: Curriculum Management.

7.1.5. DD: Human Resource Administration.

7.1.6. Chief Markers

7.1.7. Subject Planners.

7.1.8. Teacher Union representatives from SADTU & CTU-ATU as observers.

7.1.9. Secretariat from HRA.

8. CONDITIONS FOR APPOINTMENT

8.1.1 Have extensive experience as an educator in a particular subject or a related area and at least 2 years teaching or other curriculum related experience within the last recent 5 years at the appropriate level (teaching/advising experience must be within FET phase from 2019 to 2023).



- 8.1.2 Must have studied the subject for a minimum of 2 years at a tertiary institution.
- 8.1.3 Learner performance in the subject one is applying for between the years 2019-2023.
- 8.1.4 **Subject Advisors must submit District pass percentage in the subject applied for.**
- 8.1.5 Applicants must have a **SACE certificate.**
- 8.1.6 Applicants must attach an academic transcript if certificate does not specify area of specialization.
- 8.1.7 Applicants must attach the declaration forms signed by the principals.
- 8.1.8 **SGB employed educator/s or educator/s from independent schools with foreign qualifications must attach SAQA & DHET verification certificate as well as valid work permit.**
- 8.1.9 **Foreign nationals who are not permanently employed by the state as educators, must have a Passport and work permit which is valid at least for a period of more than six months, which includes the marking period- from 01 November 2024 to 31 March 2025.**
- 8.1.10 *The Department reserves the right to disqualify, institute disciplinary action and not pay any marker if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information, both work and academic related records.*

9. **CONDITIONS FOR REJECTION OF APPLICATIONS:**

- 9.1. Incomplete applications.
- 9.2. Inappropriate or fraudulent information.
- 9.3. Incomplete supporting documentation.
- 9.4. Do not meet the minimum requirements.

10. **IMPORTANT DATES:**

The online markers system will open on the: (NB: - no one must interfere with the system before this date)	Monday, 12 April 2024
Closing date for submission of online Marker application forms by the applicants.	Friday, 03 May 2024 16H00



Closing date for District Online Verification of applications.	Friday, 17 May 2024 16H00
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Please note that the system will be actively open only for the duration of time as indicated above, then be closed on the closing date, and will not take in any other applications after the closing date.

It must be further noted that applicants must apply as soon as possible to avoid influx in the last days and the impact of load shedding.

11. SIGNIFICANT INFORMATION

11.1. Transport claim:

11.1.1. Driver shall claim full Travel Allowance.

11.1.2. Passenger shall claim 25% of the full travel allowance.

11.1.3. Public transport user shall claim 25% of the full travel allowance.

11.2. Early termination of service due to various reasons

11.2.1. Termination prior to the assumption of duty, travel costs will be paid.

11.2.2. Termination during the time of marking period, travel costs as well as number of hours worked at the time of release from duty will be compensated.



12. REMUNERATION FOR MARKING:

12.1. Remuneration for marking will be based on the PAM document (Government Gazette No. 46879 dated 9 September 2022, Chapter D, Clause 2 (2.2.6)).

12.2. It states that hourly rates apply in respect of marking and control of examination scripts.

12.3. It is calculated as the actual number of hours worked x a standard tariff.

Kindly note that all the information on the **ONLINE** application forms will be **verified** with the **database** in the **Provincial Office** as well as with the **EMIS database**.



Applicants are, therefore, reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disqualification, non-payment, and disciplinary action.

The Co-operation of all education stakeholders in this important process is both anticipated and appreciated.



MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

08/04/2024
DATE

APPLICATION FOR APPOINTMENT AS A MARKER: DECEMBER 2024

DECLARATION FORM

(ANNEXURE 1.)

DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform the District Exam office or the marking centre manager immediately. I understand that incomplete information, missing documents, and false declaration will lead to automatic disqualification of this application.

I hereby declare that all the information supplied in this application is true and correct. I further declare that I fully agree and abide with the terms & conditions stated in the Assessment Instruction 22 of 2024.

Print Full Name	Signature: Applicant	Date

DECLARATION BY PRINCIPAL/SUPERVISOR

To my knowledge the information provided on application is true and correct. I accept that the above person may leave the institution to go for marking, if appointed.


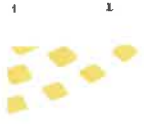
Educator / Office Based Educator appointed as Marker to be completed their work at their institutions before reporting to the Marking Centre.

			SCHOOL OR DISTRICT STAMP
Print Full Name	Signature: Principal / Supervisor	Date	
.....	

LIST OF GRADE 12 NSC SUBJECTS AND CODES

ANNEXURE 2

SUBJECT		SHORT CODE
1.	Afrikaans Home Language P1, P2, P3	AFRHL
2.	Afrikaans First Additional Language P1, P2, P3	AFRFA
3.	English Home Language P1, P2, P3	ENGHL
4.	English First Additional Language P1, P2, P3	ENGFA
5.	IsiXhosa Home Language P1, P2, P3	XHOHL
6.	IsiXhosa First Additional Language P1, P2, P3	XHOFA
7.	Sesotho Home Language P1, P2, P3	SESHL
MATHEMATICAL SCIENCE		
8.	Mathematical Literacy P1 and P2.	MLIT
9.	Mathematics P1 and P2.	MATH
10.	Technical Mathematics P1 and P2.	TMAT
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
11.	Accounting P1 and P2	ACCN
12.	Business Studies P1 and P2	BSTD
13.	Economics P1 and P2.	ECON
ENGINEERING AND TECHNOLOGY		
14.	Civil Technology (Construction, Civil Services, Woodworking).	CVLT
15.	Electrical Technology (Digital Systems, Electronics, Power Systems)	ELTT
16.	Mechanical Technology (Automotive; Fitting and Machining; Metalwork and Welding).	MCHT
17.	Engineering Graphics and Design P1 and P2.	GRDS
HUMAN AND SOCIAL STUDIES		
18.	Geography P1 and P2.	GEOG
19.	History P1 and P2.	HIST
20.	Religion Studies P1 and P2.	RLGS
PHYSICAL, COMPUTER AND LIFE SCIENCE		
21.	Agricultural Sciences P1 and P2.	AGRS
22.	Agricultural Management Practice	AGRM
23.	Computer Applications Technology P1 and P2.	CATN
24.	Information Technology P1 and P2.	INFT
25.	Life Sciences P1 and P2.	LFSC
26.	Physical Sciences P1 and P2.	PHSC
27.	Technical Science P1 and P2.	TCSC
SERVICES		
28.	Consumer Studies	CNST
29.	Dance	DNCE
30.	Design	DSGN



31.	Dramatic Arts	DRMA
32.	Hospitality Studies	HOSP
33.	Music	MUSC
34.	Tourism	TRSM
35	Visual Arts	VSLA

ANNEXURE 3

LIST OF APPLICANTS – 2024 NATIONAL SENIOR CERTIFICATE - MARKER

NAME OF DISTRICT: _____ NAME OF SCHOOL: _____

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	PAPER	APPLICANT'S SIGNATURE	HOD SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

NB. IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE INCORRECT, ALL EDUCATORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT AND DISCIPLINARY ACTION WILL BE TAKEN AGAINST THE PRINCIPAL / CES.

SCHOOL STAMP

Principal Full Name:.....
Date.....

Principal Signature.....



SCHOOL/DISTRICT APPLICANT VERIFICATION

1. SCHOOL VERIFICATION TEAM

- Principal/CES – Chairperson
- SMT/DMT
- **ALL EDUCATORS APPLYING AS MARKERS: NATIONAL SENIOR CERTIFICATE**
(NB: **Assessment Instruction** with the link and guidelines for filling ONLINE Marker Application Forms must be available)

2. SCHOOL VERIFICATION PROCEDURE

- All members of the Verification Team must be present.
- All applicants must be present.
- The Principal/CES must mediate the Assessment Instruction
- All applicants must bring required documents for verification.
- Minutes of the meeting should be copied and given to EACH applicant to upload.

3. The Committee must verify if each applicant qualifies to apply to be a Marker for the NSC Examination and if he/she has taught Grade 12 during the period 2019 to 2023.

- Verify if all relevant documents to be uploaded are available.
- Recommended educator must sign next to his/her name in the verification form.
- The Departmental Head (DH) / DCES must append his/her signature next to the name of the educator/subject advisor he/she supervises.
- The List of Applicants must be presented to the whole staff.

4. The Principal /CES signs the List of Applicants, after the staff has accepted that the applicants taught/advise Grade 12 during the period 2019 to 2023.

- The Principal/CES must give each applicant a copy of attendance register, minutes and declaration forms for uploading and file the original documents for future references.
- Each applicant must fill the application form ONLINE and upload all the required documents.



DISTRICT VERIFICATION OF APPLICATION FORMS

1. DISTRICT VERIFICATION TEAM

- As per the Assessment Instruction
 - CES Curriculum: Chairperson
- N. B. Make copies of the Assessment Instruction and avail them to the Verification Team and reference must be made to it during the verification process.**

2. ONLINE- DISTRICT VERIFICATION PROCEDURE

- Members of the Verification Committee are divided into various subjects.
- Application forms must be downloaded ONLINE per Subject and Paper using a link and a password that will be provided.
- Verify all documents uploaded by each applicant.
- Verify the information on the school or district performance in the subject applied for.
- Verify teaching experience in the relevant subject. If **incorrect** information has been supplied, do not recommend and comment as such in the space provided.
- Chairperson should make sure that a copy of lists of all the applicants is made and kept safe at the district exams office for reference purposes and resolution of disputes, if any.
- Recommend, IF not recommending the applicant go to the dropdown arrow for the reasons for not recommending. If the reason is not listed, click on 'other' and write the reason.

ANNEXURE 4

GUIDELINE FOR ONLINE APPLICATION FOR MARKING

Step 1: GO TO your Browser (Google Chrome, Firefox, Microsoft Edge) type <https://www.iqula.co.za> in the address bar to gain access to sign up page. As a first step, you will be creating your own account by clicking “Create Account” as shown below.

Province of the
EASTERN CAPE
EDUCATION

Sign in to your account

Enter your registered email & password to login

Email Address


Password [show](#)

[Remember password](#) [Forgot password?](#)

[Sign in](#)

Don't have account? [Create Account](#) ←

Step 2: Type in your First name, Last name, valid email address and click “**Create Account**” button as shown below


Province of the EASTERN CAPE
EDUCATION

Create your account

Enter the following details to create your account

Your Name

First name Last name

Email Address

Create Account

Already have an account? [Sign in](#)

Step 3: A confirmation email will be sent to the **registered email address** with a hyperlink ([Click here](#)) as shown below. Kindly “click here” to proceed further.

Hi ,

We are so please to have you signed up to our portal

Please [Click here](#) to validate your email address and complete your registration process.

You will be able to set a password to your account and provide basic details related to your profile by following the above hyperlink.

Please ensure that you set a password that you can easily remember yet complex for others to guess or crack.

Step 4: You will be now redirected to the below page, where you will be requested to set your own password.

Then select ID or Passport number from the “**Type in your Identification Number**” drop down and type relevant information in the field next to it, finally click “**Complete Registration**” button as shown below.

The screenshot displays the registration interface for the Province of the Eastern Cape Education. At the top left is the province's logo. Below it, the text reads "Province of the EASTERN CAPE EDUCATION". A greeting "Hello [masked name]" is followed by the instruction "Enter the following details to complete your registration".

The registration fields are as follows:

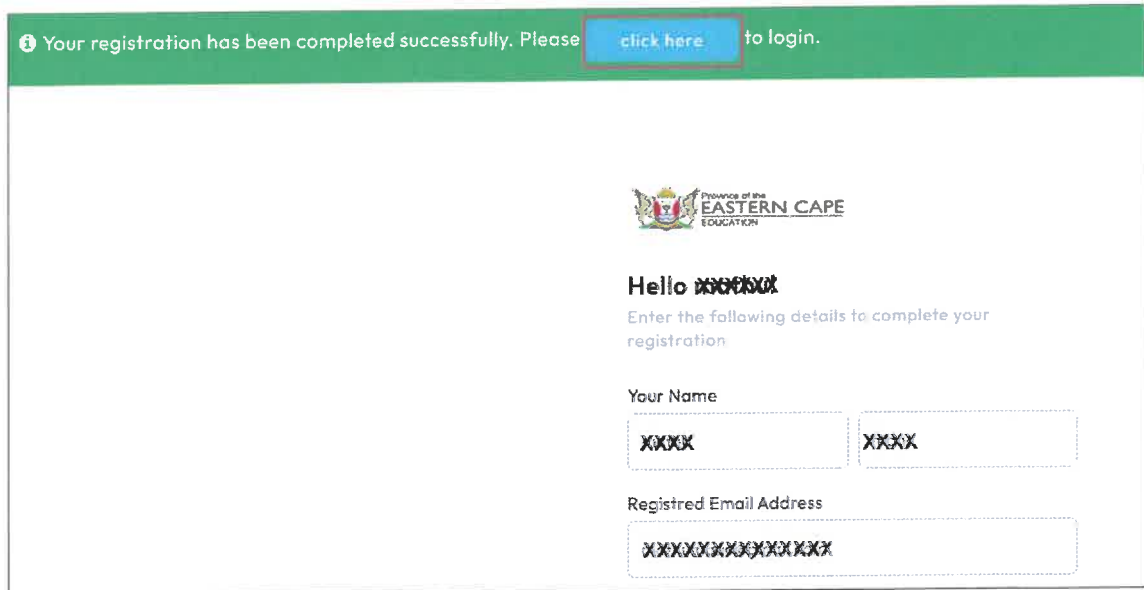
- Your Name:** Two input fields, the first containing "XXXXXXXX" and the second containing "XXXXXX".
- Registered Email Address:** A single input field containing "XXXXXXXXXXXXXXXXXXXX".
- Set a password to your account:** Two input fields, "New Password" and "Confirm Password", both containing "XXXXXXXXXX".
- Type in your Identification Number:** A dropdown menu with "ID Number" selected, and a corresponding input field containing "XXXXXXXXXX".

At the bottom of the form is a blue button labeled "Complete Registration".

Note: Your first name, surname and registered email address will be pulled automatically, so you will be requested to set your own password and type of identification.

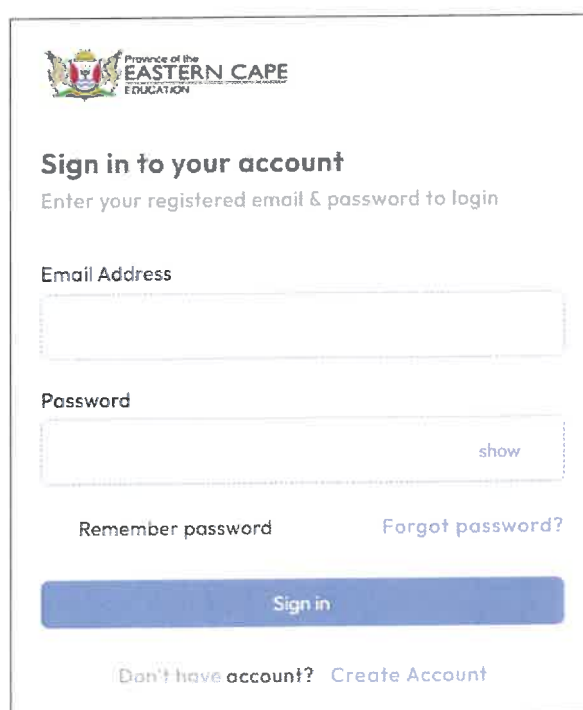
Step 5: Once “Complete Registration” button is clicked, a prompt will be display stating that “Your registration has been completed successfully. Please [Click here](#) to login” as shown below.

By pressing “click here” button you will be redirected to Login Page.



The screenshot shows a green notification bar at the top with the text: "Your registration has been completed successfully. Please [click here](#) to login." Below this is the logo for the Province of the Eastern Cape Education. The main heading is "Hello XXXXX" followed by the instruction "Enter the following details to complete your registration". There are two input fields for "Your Name" (each containing "XXXX") and one input field for "Registered Email Address" (containing "XXXXXXXXXXXXXXXXXX").

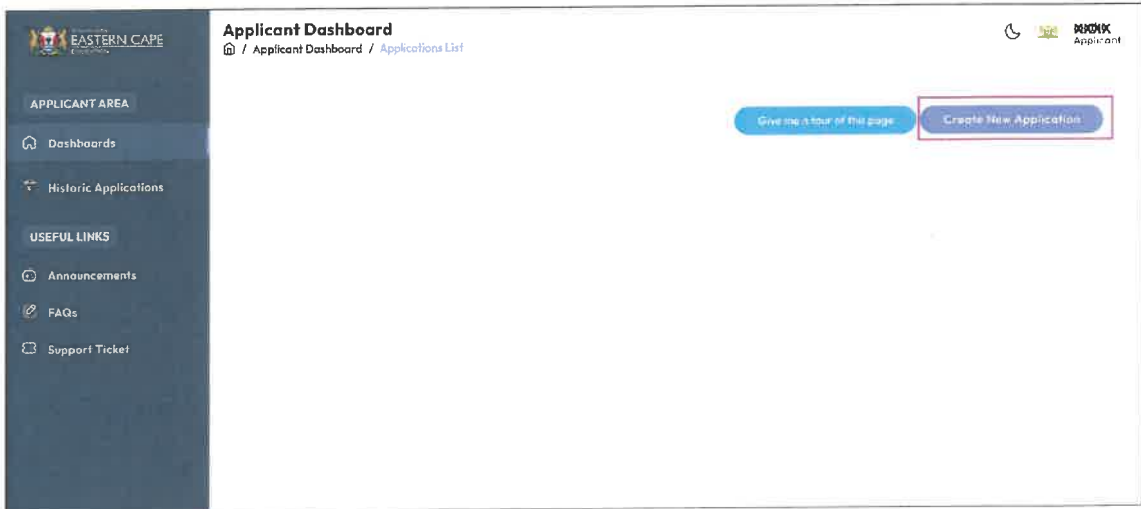
You can now sign into your account using registered email address and password.



The screenshot shows the login page with the Eastern Cape Education logo. The heading is "Sign in to your account" with the instruction "Enter your registered email & password to login". There is an "Email Address" input field and a "Password" input field with a "show" button. Below the password field are the options "Remember password" and "Forgot password?". A blue "Sign in" button is at the bottom, with a link "Don't have account!? Create Account" below it.

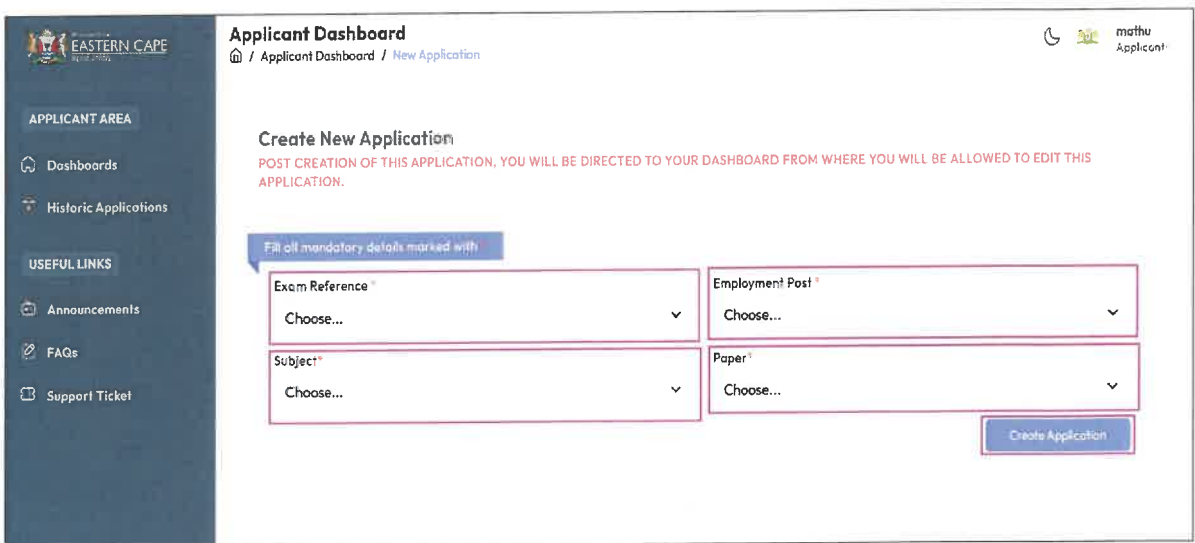
Note: Forgot password option is available, in case, if you forget your password after setting up. System will email a reset password link to your registered email address; you will be requested to click the link to reset your password by setting up a new password.

Step 6: Once logged in, you will land in the dashboard page, where you can create new application, plus we have introduced tour of this page, you can find more about the dashboard in case if you want, otherwise you can proceed to **“Create New Application”** button as shown below.



Step 7: You will be prompted to fill all the mandatory fields and click **“Create Application”** button as shown below to proceed further.

- I. Exam Reference
- II. Employment post
- III. Subject & Paper



Step 8: Once create application is clicked, you will be displayed with all sections of your application form which will be waiting for your completion. Click **Open Application** to fill all the sections one by one.

The screenshot shows the 'Applicant Dashboard' for 'EASTERN CAPE' with the application reference '12-2023-NSC' and '1708790295'. A progress bar indicates '12% completed. All sections of the document are to be updated'. The sections listed are:

Section	Status
Personal Detail	✗
Other Details	✗
Qualification	✗
Setwork	✗
Marking Experience	✗
Teaching Experience	✗
Performance	✗
Documents	✗

At the bottom, there are two buttons: 'Open Application' (highlighted with a blue box and an arrow) and 'Delete Application'.

Step 9: Personal Details Section – kindly fill all the fields.

Exam Centre Number field is read only field, so you cannot type anything, kindly click “**Search**” button to select your school as shown below

The screenshot shows a form with the following fields:

- Personal Number* (8601277876671)
- ID Number* (8601277876671)
- Date of Birth* (dd/mm/yyyy)
- Gender* (Choose...)
- Title* (Choose...)
- Initial* (Choose...)
- Telephone (W)* (Telephone (work))
- Telephone (H)* (Telephone (Home))
- Cellphone* (Choose...)
- Address 1* (Address 1)
- Address 2* (Address 2)
- Postcode* (Postcode)
- Present Post* (Choose...)
- Exam Centre Number* (Read-only field)
- Institution Name* (Search button highlighted)
- District* (Choose...)
- Next to Kin (Next to kin name)
- Relationship (Relationship)
- Contact Number (Their contact no.)

A 'Save and go to other details' button is located at the bottom right.

Note: Validation have been initiated, so the telephone, cell phone will accept only 10-digit number.

Now you search your school centre number in search box (**Step 1**) & select your school as Step 2

STEP 1
Search

Use the search option to search your school and click on the 'Institution Number' link to select the school

STEP 2 Institution No.	School Name	District
4240000	ALFRED NZO EAST DISTRICT OFFICE	ALFRED NZO EAST
4241001	A D TSHAYINGCA SECONDARY SCHOOL	ALFRED NZO EAST
4241002	BALENI SENIOR SECONDARY SCHOOL	ALFRED NZO EAST
4241003	BIZANA SENIOR SECONDARY SCHOOL	ALFRED NZO EAST
4241004	CANGCI COMPREHENSIVE TECHNICAL HIGH	ALFRED NZO EAST
4241005	CHIEF DUMILE SENIOR SECONDARY SCHOOL	ALFRED NZO EAST
4241006	DUDUMENI HIGH SCHOOL	ALFRED NZO EAST
4241007	DUMSI COMPREHENSIVE HIGH SCHOOL	ALFRED NZO EAST

Showing 1 to 8 of 961 entries

1
2
3
4
5
...
121
Next

Step 10: Other details Section – Fill all the mandatory field as shown below.

Others, please specify

Select your Population Group*

Black
 White
 Coloured
 Indian
 Others

Marking Language*

English
 Afrikaans
 Both (English & Afrikaans)
 Sesotho

IsiXhosa

Meal Preference*

Normal
 Normal no

Click Yes/No for the following questions*

If Successful, will you need accommodation during marking period*

Have you taught/advised the subject in FET phase*

Are you presently teaching/advising the subject in grade 12?*

Are you in a Governing Body Post?*

Note: Yes or No option is one click method (Flip Method), which flips between option Yes or No. Ensure the correct option is selected before proceed to the next section.

Step 11: Qualification Section – Kindly fill all the necessary fields then click “Add this Qualification” button to save your degree and proceed with other degrees in case, otherwise click go to next section (either “Go to Setwork” or “Go to Marking Experience”) to proceed further.

New Qualification	Updated Qualifications
Subject AFRIKAANS HOME LANGUAGE Certification Name * No. of years studied * Year Obtained * Obtained At * Add this Qualification Go to Setwork	2003 M.COM 2 Years RHODES UNIVERSITY Delete this qualification 2000 B.COM 2 Years RHODES UNIVERSITY Delete this qualification

Step 12: Setwork Page – Fill the setwork details and click “Add this Setwork” button. Once setwork is captured, you can proceed to next section by clicking “Go to Marking Experience” button.

New Setwork	Updated Setwork
Setwork Details * Add this Setwork Go to Marking Experience	AFRIKAANS HOME LANGUAGE Ballade vir n Enkeling

Note: For other subjects you will be redirected to Marking Experience Section after filling the qualification section. Only language subject's application will be asked for setwork details.

Step 13: Marking Experience Section – As a first step, you have to select your prior marking experience “Yes or No”, this will allow ECDoE to identify new markers. Kindly fill all 5 years of your marking experience and proceed to next section.

New Marking Experience

Do you have prior marking experience? *

Choose...

- Choose...
- Yes
- No

Role Assigned

Choose...

Subject

Choose...

Paper

Choose...

Add this Marking Experience

What happens? If an applicant has only three years of experience, if that was the case, then they must select “Did not mark” option under “**Role Assigned**” drop down for the rest of two years which they have no experience and complete the section. Now click “**Go to Teaching Experience**” button to proceed to next section. See below

New Marking Experience

Do you have prior marking experience? *

Yes ▼

Marking Year *

Choose... ▼

Role Assigned

Choose... ▼

Subject

Choose... ▼

Paper

Choose... ▼

Add this Marking Experience

Go to Teaching Experience

Updated Marking Experiences

- 2022

Deputy Chief Marker

AFRIKAANS HOME LANGUAGE

PAPER 1

Delete this Experience
- 2021

Senior Marker

AFRIKAANS HOME LANGUAGE

PAPER 1

Delete this Experience
- 2020

Marker

AFRIKAANS HOME LANGUAGE

PAPER 1

Delete this Experience
- 2019

Marker

AFRIKAANS HOME LANGUAGE

PAPER 1

Delete this Experience
- 2018

Did not mark this year

N/A

N/A

Delete this Experience

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Step 14: Teaching Experience Section – Kindly fill **five years** of your Teaching experience and proceed to next section. In case, if you taught less than 5 years then please select “No” under “Did you teach in this year” dropdown for the years you have not taught as mentioned in the picture below.

Once five years of teaching experience has been captured, click **“Go to Performance”** button to proceed to next section.

Step 15: Performance Details Section – Kindly fill **five years** of your subject performance in this section. In case, if you performed less than 5 years, kindly select “No” under “Did you teach in this year” dropdown for the years that you haven’t performed as mentioned in the picture below.

Once five years of performance has been captured, click **Go to Documents** button to proceed to next section.

Step 15: Document Section – As per your Employment post selection you will be requested to submit relevant documents by uploading them digitally into the system in this section.

Note: Name the file which you are uploading without special characters e.g.: Attendance Register, Minutes of the meeting, ID, Passport and so on.

*Note: Only Jpg format is accepted for Photos (ID photo size 3.5cm x 4.5cm). And all the other documents should be in PDF format only. All **documents MUST** be compressed to less than 1MB.*

Important Information: Documents certified by SAPS should only be uploaded or else your application will be rejected. Maximum permitted file size is 1 MB (or) 1024 KB

New Document

Uploaded Files

Select Document*

- Choose...
- Choose...
- ID DOCUMENT
- MINUTES OF THE MEETING
- ATTENDANCE REGISTER
- SACE CERTIFICATE
- DECLARATION BY THE PRINCIPAL
- QUALIFICATION (GRADE 12 & UNIVERSITY)
- PHOTO

Select document from dropdown then choose your corresponding file from your computer location and click “**upload this Document**” button. In this way, you will upload all the necessary documents and you can view it towards your right-hand side pane as shown below

Important Information: Documents certified by SAPS should only be uploaded or else your application will be rejected. Maximum permitted file size is 1 MB (or) 1024 KB

New Document

Uploaded Files

Select Document*

File to Upload*

Choose File No file chosen

Upload this Document

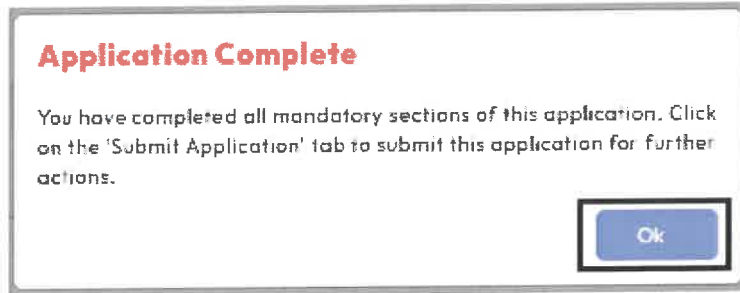
STEP 1

STEP 2

STEP 3

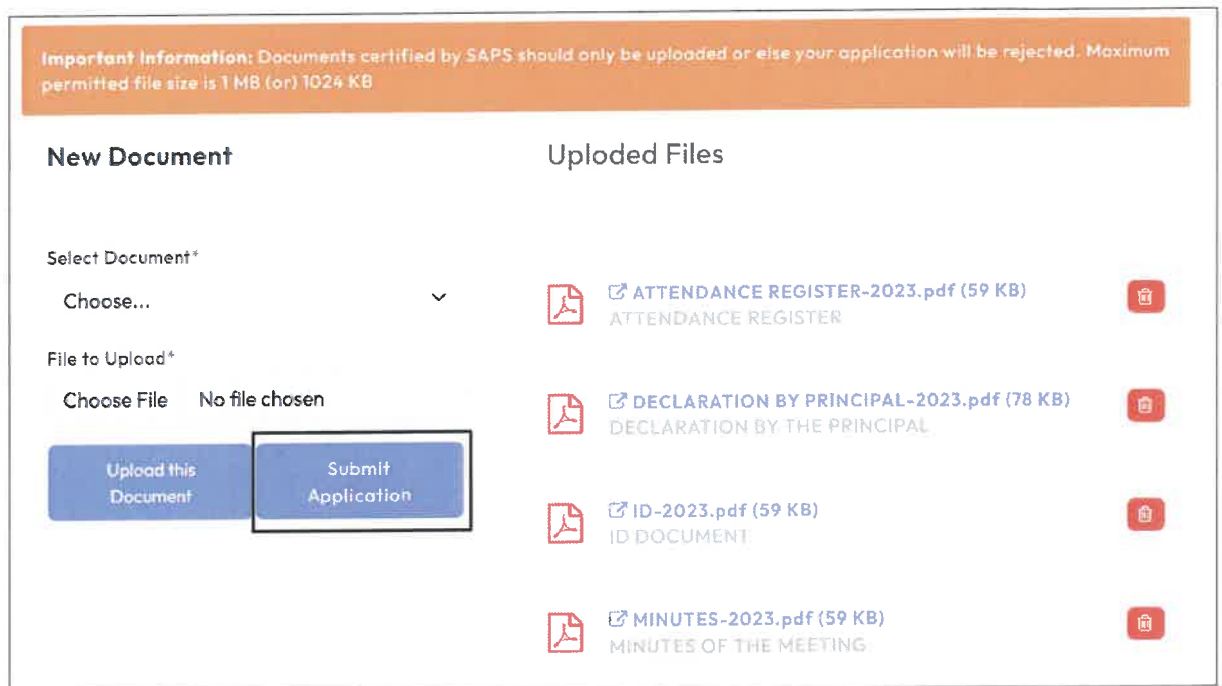
- GR12-2023.pdf (117 KB)
ATTENDANCE REGISTER
- DECLARATION BY PRINCIPAL-2023.pdf (78 KB)
DECLARATION BY THE PRINCIPAL
- Attendance-Sheet-32-2023.pdf (325 KB)
MINUTES OF THE MEETING
- south-african-id-card-template-01-2023.pdf (121 KB)
PASSPORT (with Work Permit)
- edrg02016_1_1-2023.jpg (467 KB)
PHOTO
- QUALIFICATION-2023.pdf (59 KB)
QUALIFICATION (GRADE 12 & UNIVERSITY)
- SACE-2023.pdf (86 KB)
SACE CERTIFICATE

Once all the documents uploaded successfully, a pop-up window will appear to say that all the mandatory sections of the application have been completed. Click "ok" to proceed as shown below



Note: This pop-up message does not mean, that you have submitted the application, this is just a message which informs you that all the sections are completed, so you can now proceed to 'Submit Application'.

By clicking **Submit Application** button which will leads you to declaration page as last step.



Step 16: Declaration Section – As a final step, declaration by the applicant which states that her/his details and information furnished is true and correct. Applicants are advised to proceed by clicking the check box and click **submit this application** button as shown below

Review Your Details

We strongly recommend that you review the details provided in each section (on the left side) to make yourself comfortable that you have provided adequate, sufficient and accurate information before proceeding to the declaration.

Declaration By The Applicant

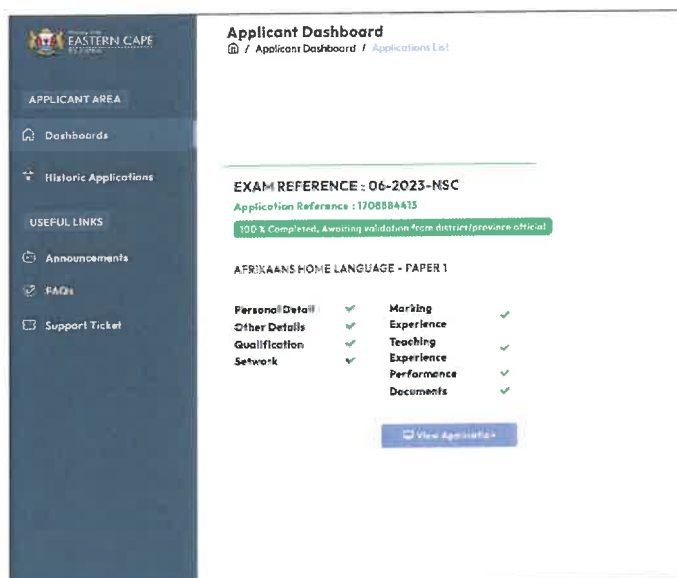
Should there be any change in my employment status, I will inform the District office or the marking centre manager immediately. I understand that incomplete information, missing documents or signatures will lead to automatic disqualification of this application. I hereby declare that all the information supplied in this application is true and correct

I confirm that I have read and understood the above declaration and I'm aware that I won't be able to make any changes to the application once it is submitted.

Eastern Cape - Department of Education confirms that your personal information will not be shared with anyone outside the department until and unless deemed necessary for the marker selection process and will be destroyed in 7 years as per South Africa's POPI Act 4 of 2013.

Submit this Application

Step 17: Application Submitted Successfully: Once “Submit this Application” button is clicked, it means that you have submitted your application for selection process successfully and it will automatically redirect you to the dashboard where you can see your succeeded application which is awaiting validation from district as shown below.

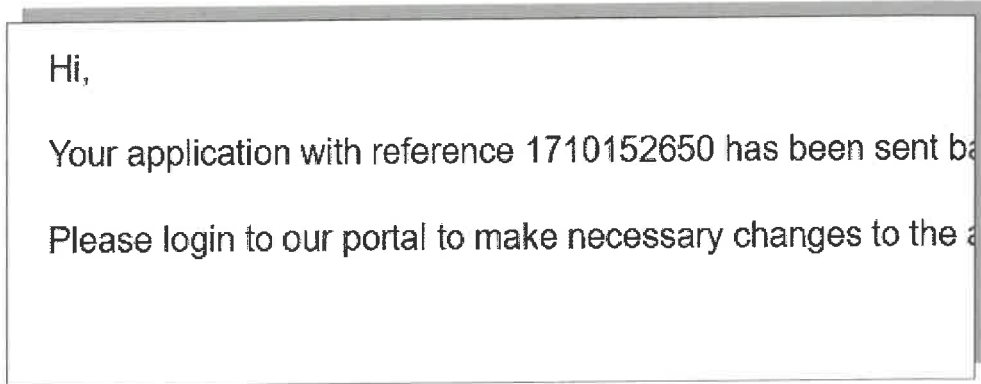


Now you can safely Log out!!!

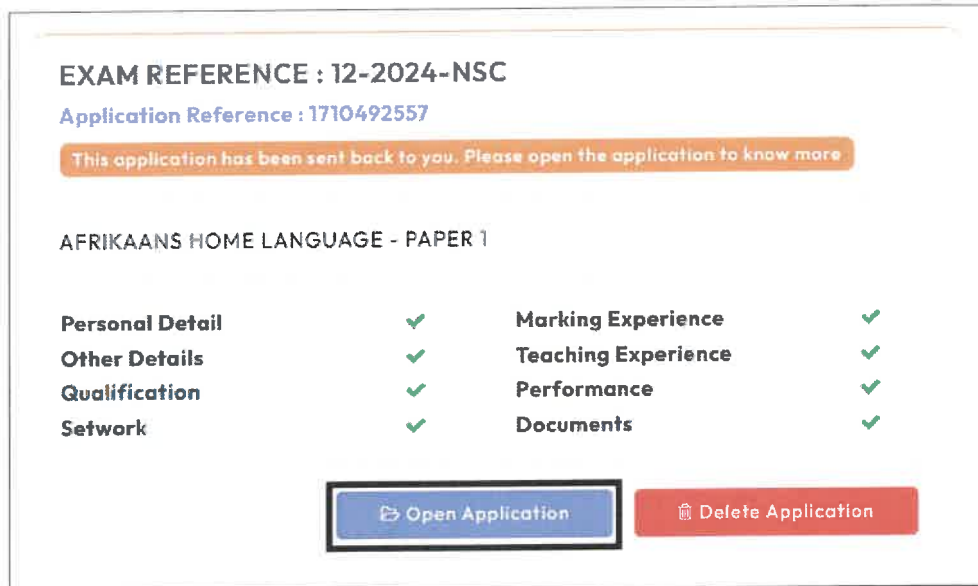


**STEPS INVOLVED WHEN YOUR APPLICATION IS SENT BACK BY DISTRICT
SUBJECT ADVISOR**

1. If your application has been reverted by the district subject advisor for correction, district advisors will type in their comment / reason for sent back.
2. Applicant will receive a notification **via email** as shown below



3. Applicant will be requested to proceed to their login page for further action.
4. Once logged in, you can open your application to take action as shown below



- Once application is open, you will see the comment / reason for sent back as shown below

What Does This Mean?

Sections marked as **✖** are yet to be completed Section marked as **✔** are already completed **User information section** : All notifications related to this application will be provided to you in this area


ⓘ This Application Has Been Sent Back To You

Action to be taken for the following

transcript is missing

Mark as Actioned

- Once you are aware of the change, kindly proceed with it. And make sure, you click **“Mark as Actioned”** button is shown in the picture above. Otherwise, system will not allow you to submit this application.
- Once change has been made and **“Mark as Actioned”** button is clicked, you are now requested to click the submit application tab and proceed to submit your application.



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Applicant Dashboard

[/ Applicant Dashboard](#) / [Applications List](#)

APPLICANT AREA

[Dashboards](#)

[Historic Applications](#)

USEFUL LINKS


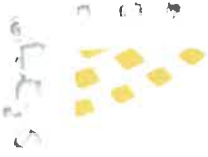
[Announcements](#)

[FAQs](#)

[Support Ticket](#)

- [Personal Details ✔](#)
Your Profile
- [Other Details ✔](#)
Your preferences
- [Qualification ✔](#)
Related to the subject applied
- [Setwork ✔](#)
Related to the subject applied
- [Marking Experience ✔](#)
Post 5 years
- [Teaching Experience ✔](#)
Related to the subject applied
- [Performance ✔](#)
Related to the subject applied
- [Documents ✔](#)
Upload your documents

[Submit Application ✖](#)
Declaration & Submission



Reason for validating your email address?

- I. All correspondence from ECDoE will reach you in no time.
- II. As mentioned earlier, between 15% to 20% email addresses were invalid according to last year's survey. And found difficult to email Appointment Letters.
- III. In case, district advisor requests you to do some changes in your application, you will receive an email immediately after your application has been sent back from district.
- IV. Forgot password link will be sent to the registered email address only.
- V. Most importantly, to protect your information from the security perspective.

Important Note:

1. Application Form will be allowed to submit, only if all the sections have been completed successfully. You will find a status bar towards your left-hand side pane.
2. Make sure, you proceed after document section to declaration page and make sure to click the **Submit Application** button. From last year's learning, few application forms have been done up to documents section and were not submitted.
3. Make sure, you fill all 5 years of Marking Experience, Teaching Experience & Performance. If not, your sections will be incomplete. If you are less than 5 years' experience, then choose the corresponding "Did not Mark" "Did not teach" from the dropdown to complete that section.
4. Kindly keep your documents ready before starting your application, so that when you start, you can finish it quickly.
5. Please avoid last minute applying, because too many applicants will hit the server in last minute which will slow down the website and its performance.
6. *Kindly keep your registered email address and password safe to avoid any inconvenience which might delay your process. And you will be using the same email address and password in the upcoming years.*

7. **Kindly download pdf compressor from the below link to compress your files.**

<https://www.freepdfcompressor.com/>