



## 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](mailto:nompumelelo.mkhutshulwa@ecdoe.gov.za)

Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

### ASSESSMENT INSTRUCTION NO 18 OF 2025

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 12 MARCH 2025

#### NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS APPLICATION FOR APPOINTMENT AS A MARKER: DECEMBER 2025

#### 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.



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- 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 2020 to 2024 (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 2020-2024. Educators/Subject Advisors who have obtained a 50% and above pass rate will have an added advantage.**
- 2.7 **Educators' own learner performance in the subject one is applying for between the years 2020-2024.**
- 2.8 **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 2020 to 2024 in the subject they are applying for.



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- 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.
  - 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 **with 2024 marker evaluation form**.
- 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. The principal sign for only teachers who are teaching the subject with relevant qualifications as indicated by the PAM document.
- 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 2020 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/ who are not qualified to teach the subject**.

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.



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- 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 including 2024 evaluation form.**
  - 6.1.12. Each verified online form (whether recommended or not recommended) must then be submitted successfully online.
  - 6.1.13. **Only educators/and subject advisors that meet the requirements must be recommended by the district. (qualifications and all other documents must be verified)**

## **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 2020 to 2024).
- 8.1.2 Must have studied the subject for a minimum of 2 years at a tertiary institution.
- 8.1.3 Own learner performance in the subject one is applying for between the years 2020-2024.
- 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 2025 to 31 March 2026.**
- 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, 14 April 2025
Closing date for submission of online Marker application forms by the applicants.	Friday, 23 May 2025 at 16H00
Closing date for District Online Verification of applications.	Friday, 30 May 2025 at 16H00

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, and other technical glitches may arise.

11. **SIGNIFICANT INFORMATION**

11.1 **Transport claim:**

11.1.1. Driver shall claim full Travel Allowance.

11.1.2. Drop off shall claim full Travel Allowance.

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

11.1.4. 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.

**Please note: If the subject paper you apply for meet the quoter and the other paper/papers has got shortage of markers, the department will move the applicant to the other paper so that all subject papers can be balanced.**

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

  
\_\_\_\_\_  
MR R. TYWAKADI

DDG: CURRICULUM MANAGEMENT AND DELIVERY

25/03/2025  
DATE



**APPLICATION FOR APPOINTMENT AS A MARKER: DECEMBER 2025**

**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, **18 of 2025**.

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.

Educators / Office Based Educators appointed as Markers must complete their work at their institutions / offices before reporting to the Marking Centre.



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



**LIST OF GRADE 12 NSC SUBJECTS AND CODES****ANNEXURE 2**

<b>SUBJECT</b>		<b>SHORT CODE</b>
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
<b>MATHEMATICAL SCIENCE</b>		
8.	Mathematical Literacy P1 and P2.	MLIT
9.	Mathematics P1 and P2.	MATH
10.	Technical Mathematics P1 and P2.	TMAT
<b>BUSINESS, COMMERCE AND MANAGEMENT STUDIES</b>		
11.	Accounting P1 and P2	ACCN
12.	Business Studies P1 and P2	BSTD
13.	Economics P1 and P2.	ECON
<b>ENGINEERING AND TECHNOLOGY</b>		
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
<b>HUMAN AND SOCIAL STUDIES</b>		
18.	Geography P1 and P2.	GEOG
19.	History P1 and P2.	HIST
20.	Religion Studies P1 and P2.	RLGS
<b>PHYSICAL, COMPUTER AND LIFE SCIENCE</b>		
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
<b>SERVICES</b>		
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 – 2025 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 including Dec 2024 marker evaluation form.
- 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 2020 to 2024.

- 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 2020 to 2024.

- 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.

### 5. Please note for 2025 online application, applicants who applied in 2024 and uploaded all the necessary documents are expected to upload the following documents only:

- Declaration form
- Minutes of the verification process
- Attendance register
- Evaluation forms
- If the applicants was having outstanding documents in 2024, please upload them.

### 6. New applicants are expected to upload all the necessary documents as required by the system:

- Qualifications
- Id copy
- Sace certificate
- Declaration form
- Minutes of the verification process



- Attendance register etc
7. SGB educators are expected to upload valid work permit

- **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.**
- **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 2025 to 31 March 2026.**

## **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.



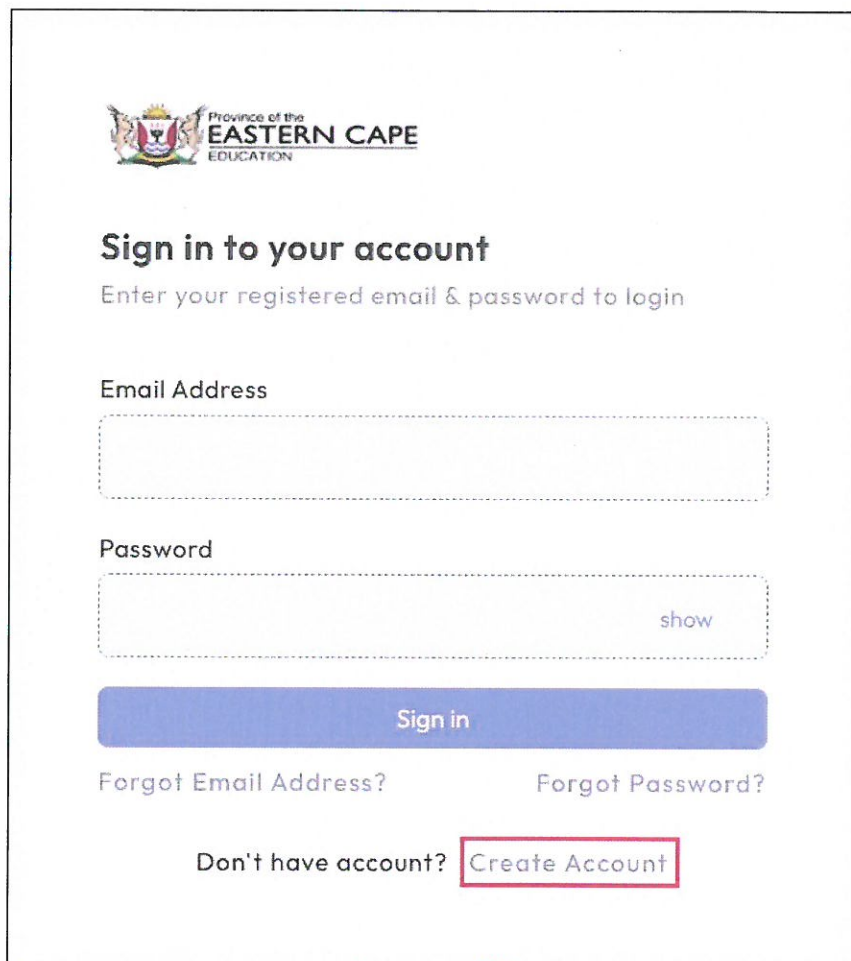
## ANNEXURE 4

### GUIDELINE FOR ONLINE APPLICATION FOR MARKING

**Step 1:** GO TO your Browser (Google Chrome, Firefox, Microsoft Edge) type <https://www.iqua.co.za> in the address bar to gain access to sign up page.

Are you accessing this online portal **first time** or you have already accessed last year. If you are new to this portal then you are a “New Applicant” unless if you accessed this portal last year then you are an “Existing Applicant”

- A. **New Applicant:** If you are a first-time user of this portal then kindly click “Create Account” to register in our portal



The screenshot shows the login interface for the Eastern Cape Education portal. At the top left is the Eastern Cape Education logo. The main heading is "Sign in to your account", followed by the instruction "Enter your registered email & password to login". There are two input fields: "Email Address" and "Password". The "Password" field has a "show" button to its right. Below the input fields is a blue "Sign in" button. At the bottom, there are links for "Forgot Email Address?", "Forgot Password?", and "Don't have account?". The "Create Account" link is highlighted with a red box.

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### Sign in to your account

Enter your registered email & password to login

Email Address

Password show


**Sign in**

[Forgot Email Address?](#) [Forgot Password?](#)

Don't have account? **Create Account**



**Step 2:** Type in your First name, surname, valid email address, your password, choose your identification i.e. ID or Passport then type the number and click “**Create Account**” button as shown below



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## Create your account

Enter the following details to create your account

First Name

Surname

First name

Surname

Email Address

New Password

Confirm Password

Type in your Identification Number

ID Number

▼

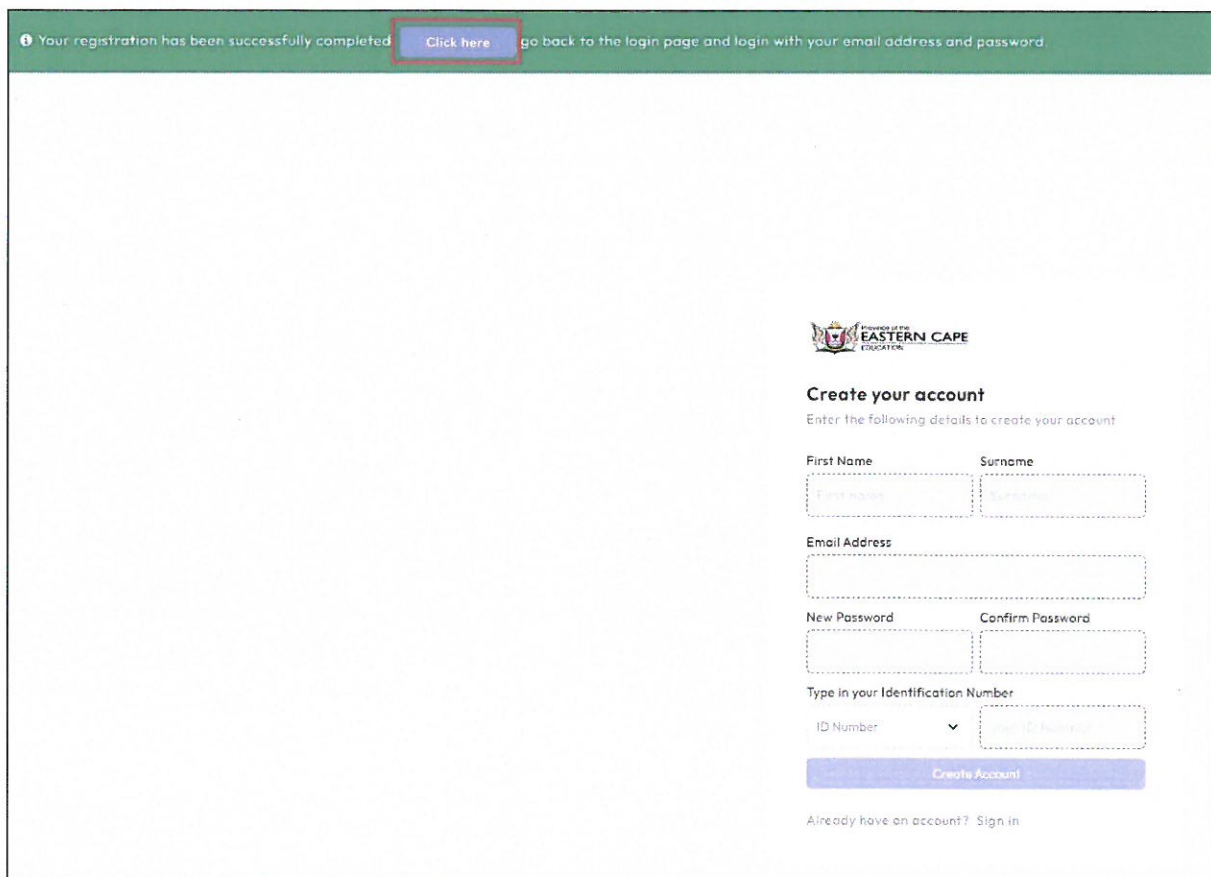
Your ID Number

Create Account



**Step 3:** Once “Create Account” button is clicked, a prompt will be display stating that “Your registration has been completed successfully. Please [Click here](#) to login” as shown below.

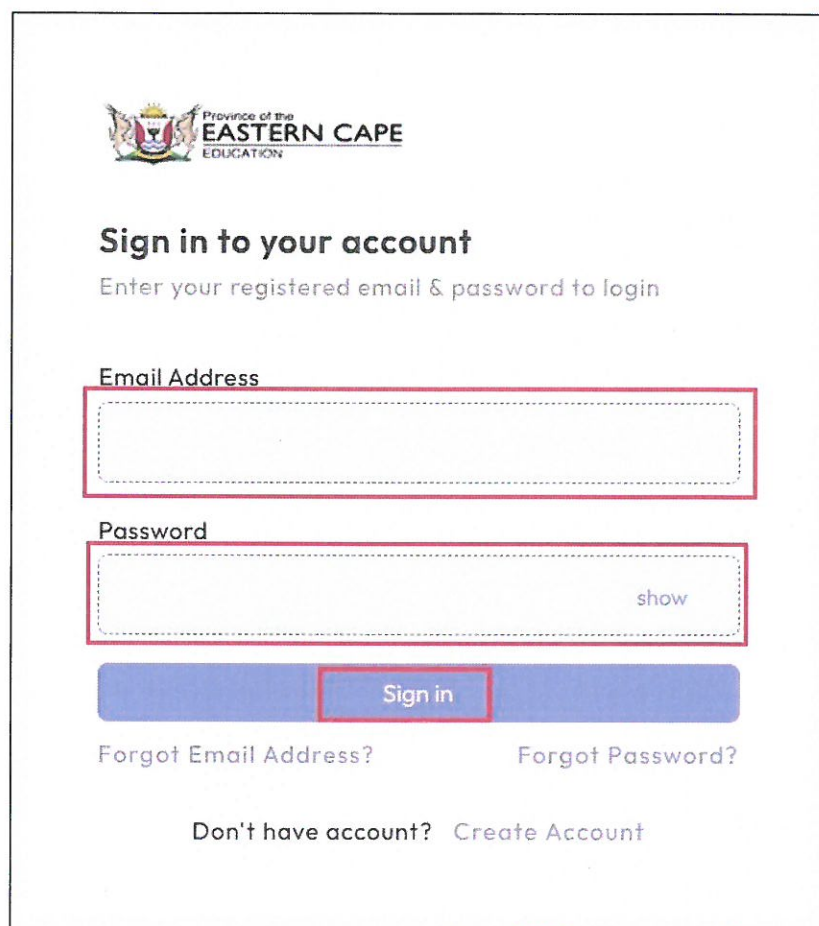
By pressing “click here” button you will be redirected to Login Page.



The screenshot shows a web interface with a green header bar. On the left, it says "Your registration has been successfully completed". In the center, there is a blue button labeled "Click here" which is highlighted with a red rectangle. To the right of the button, it says "go back to the login page and login with your email address and password". Below the header, the main content area is white. On the right side of this area, there is a logo for the "Province of the EASTERN CAPE EDUCATION". Below the logo, the heading "Create your account" is followed by the instruction "Enter the following details to create your account". The form includes several input fields: "First Name" and "Surname" (each with a placeholder "First name" and "Surname" respectively), "Email Address", "New Password", "Confirm Password", and "Type in your Identification Number". The "ID Number" field has a dropdown arrow and a placeholder "ID Number". At the bottom of the form is a blue button labeled "Create Account". Below the button, there is a link that says "Already have an account? Sign in".



**Step 4:** You can now sign into your account using registered email address and password as shown below



The screenshot shows the login interface for the Eastern Cape Education system. At the top left is the Eastern Cape Education logo, which includes a coat of arms and the text 'Province of the EASTERN CAPE EDUCATION'. Below the logo is the heading 'Sign in to your account' followed by the instruction 'Enter your registered email & password to login'. There are two input fields: 'Email Address' and 'Password'. The 'Email Address' field is a simple text box. The 'Password' field is a text box with a 'show' link on the right side. Below the password field is a blue 'Sign in' button. Underneath the button are two links: 'Forgot Email Address?' and 'Forgot Password?'. At the bottom is a link that says 'Don't have account? Create Account'.

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### Sign in to your account

Enter your registered email & password to login

Email Address

Password [show](#)

[Sign in](#)

[Forgot Email Address?](#) [Forgot Password?](#)

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

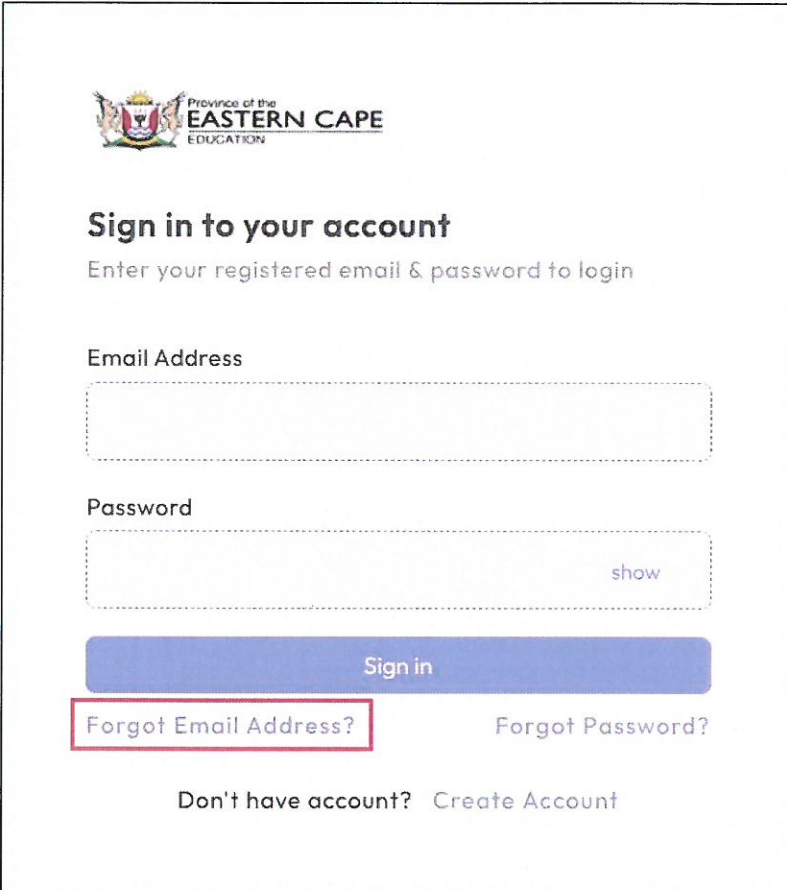
*Note: Forgot password option is available, in case, if you forget your password, System will email a reset password link to your registered email address; you will be requested to click the link to reset your password by setting up a new password.*



## B. Existing Applicants

For the applicants who have registered last year (Existing Applicants), can login with their registered email address and password to get access to the portal, so that your last year saved information will be available, if you are applying for the same subject which you have applied last year.

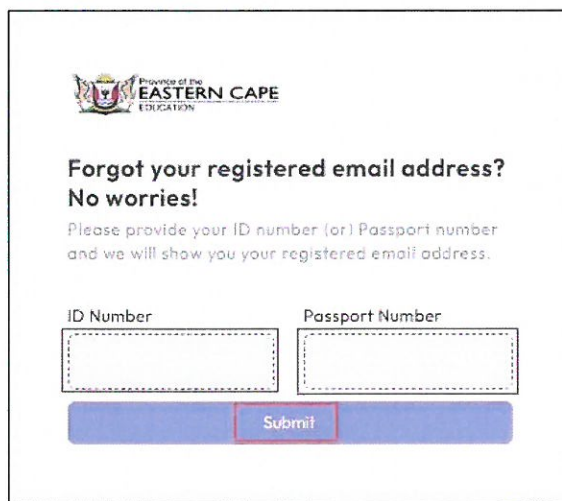
**What happens, if you don't know your email address registered in the portal last year. Kindly click "Forgot Email Address?" link as shown below**



The screenshot shows the login interface for the Eastern Cape Education portal. At the top is the logo of the Province of the Eastern Cape Education. Below the logo, the heading "Sign in to your account" is displayed, followed by the instruction "Enter your registered email & password to login". There are two input fields: "Email Address" and "Password". The "Password" field has a "show" link to its right. Below the input fields is a blue "Sign in" button. Underneath the button are two links: "Forgot Email Address?" (which is highlighted with a red rectangular box) and "Forgot Password?". At the bottom, there is a link that says "Don't have account? Create Account".

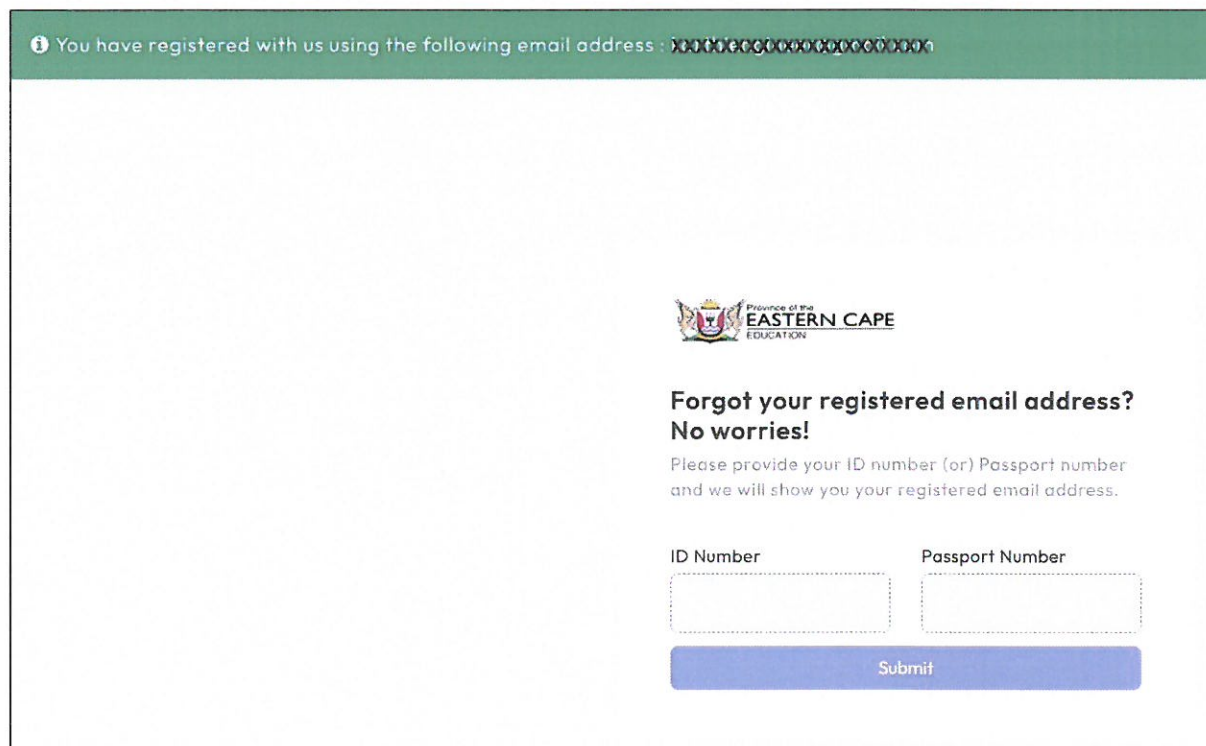


**Step 5:** Type your ID Number or Passport Number whichever is applicable for you and click "Submit" as shown below



The screenshot shows a web form for the Eastern Cape Education. At the top is the Eastern Cape Education logo. Below it, the text reads: "Forgot your registered email address? No worries! Please provide your ID number (or) Passport number and we will show you your registered email address." There are two input fields: "ID Number" and "Passport Number". Below these fields is a blue "Submit" button.

You registered email address will be displayed as shown below, once you noted your email address you can then kindly proceed to <https://www.iqula.co.za> to login page.

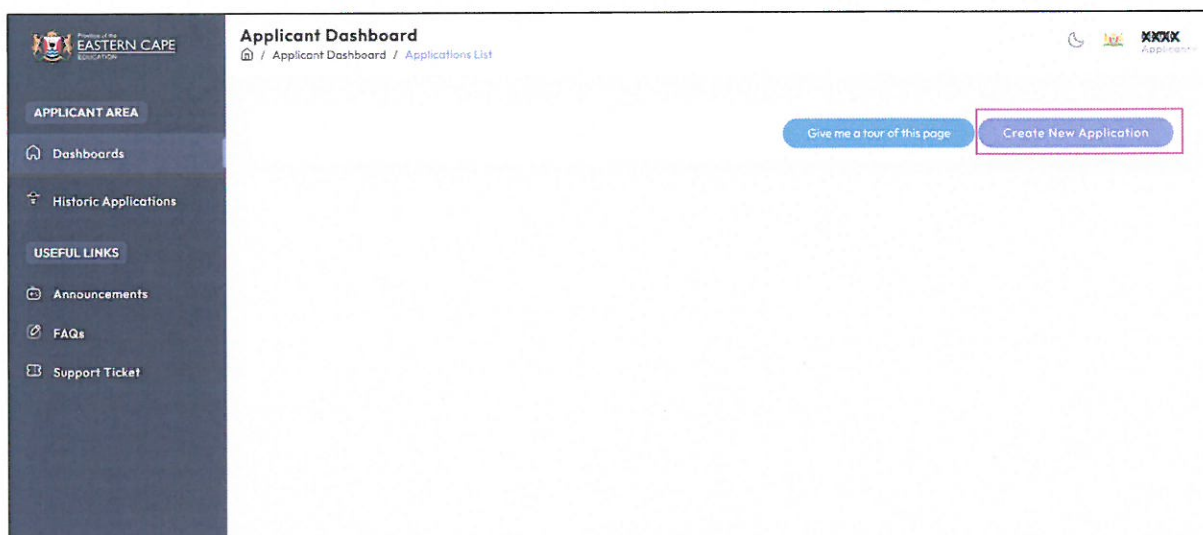


The screenshot shows a web page with a green header bar containing the text: "You have registered with us using the following email address : XXXXXXXXXX@XXXXXX.XX". Below the header is the Eastern Cape Education logo. The text reads: "Forgot your registered email address? No worries! Please provide your ID number (or) Passport number and we will show you your registered email address." There are two input fields: "ID Number" and "Passport Number". Below these fields is a blue "Submit" button.

After knowing your email address, if you don't remember your password, click "Forgot Password?" to reset your password, then proceed to login.



**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 the Eastern Cape Education. The dashboard includes a sidebar with 'APPLICANT AREA' containing links to Dashboards, Historic Applications, and Useful Links (Announcements, FAQs, Support Ticket). The main content area displays 'EXAM REFERENCE : 12-2023-NSC' and 'Application Reference : 1708790295'. A status bar indicates '12% completed, All sections of the document are to be updated'. Below this, a table lists sections with red 'X' marks indicating they are incomplete:

AFRIKAANS HOME LANGUAGE - PAPER 1			
Personal Detail	X	Marking Experience	X
Other Details	X	Teaching Experience	X
Qualification	X	Performance	X
Setwork	X	Documents	X

At the bottom, there are two buttons: 'Open Application' (highlighted with a red 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 the 'Personal Details' form. It includes fields for Personal Number, ID Number, Date of Birth, Gender, Title, Initial, Telephone (W), Telephone (H), Cellphone, Address 1, Address 2, Postcode, Present Post, Exam Centre Number, Institution Name, District, Next to Kin, Relationship, and Contact Number. The 'Exam Centre Number' field is highlighted with a red box, and the 'Search' button is also highlighted with a red box. 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**

### Select School

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

STEP 1

Search:

### STEP 2

Institution No.

4240000 ← CLICK

4241001

4241002

4241003

4241004

4241005

4241006

4241007

School Name

ALFRED NZO EAST DISTRICT OFFICE

A D TSHAYINGCA SECONDARY SCHOOL

BALENI SENIOR SECONDARY SCHOOL

BIZANA SENIOR SECONDARY SCHOOL

CANGCI COMPREHENSIVE TECHNICAL HIGH

CHIEF DUMILE SENIOR SECONDARY SCHOOL

DUDUMENI HIGH SCHOOL

DUMSI COMPREHENSIVE HIGH SCHOOL

District

ALFRED NZO EAST

ALFRED NZO EAST

ALFRED NZO EAST

ALFRED NZO EAST

ALFRED NZO EAST

ALFRED NZO EAST

ALFRED NZO EAST

ALFRED NZO EAST

Showing 1 to 8 of 961 entries

Previous

1

2

3

4

5

...

121

Next

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

Select your Population Group\*

☒ Black
 ☐ White
 ☐ Coloured
 ☐ Indian
 ☐ Others

Others, please specify

Marking Language\*

☐ English
 ☐ Afrikaans
 ☐ Both (English & Afrikaans)
 ☐ Sesotho
 ☐ IsiXhosa

Meal Preference\*

☐ Normal
 ☐ Normal no pork
 ☐ Halal
 ☐ Vegetarian

Click Yes/No for the following questions\*

If Successful, will you need accommodation during marking period\*

No

Have you taught/advised the subject in FET phase\*

No

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

No

Are you in a Governing Body Post?\*

No

Did you take the VSP?\*

No

Are you resigning (or) planning to resign from your post in the Education Dept?\*

No

Are you currently employed by the Education Department?\*

No

Save and go to Qualifications

*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 *  <div> <span>Add this Qualification</span> <span>Go to Setwork</span> </div>	<div> <span>2003</span> <span>Delete this qualification</span> </div> <div> <b>M.COM</b>            2 Years            RHODES UNIVERSITY         </div> <div> <span>2000</span> <span>Delete this qualification</span> </div> <div> <b>B.COM</b>            2 Years            RHODES UNIVERSITY         </div>

**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 *  <div> <span>Add this Setwork</span> <span>Go to Marking Experience</span> </div>	<div>           AFRIKAANS HOME LANGUAGE            Ballade vir n Enkeling         </div>

*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

In case, if you select “No” to the prior marking experience, then system will prompt you a message as shown below, just to double check your selection. If you click “Ok” then it will proceed to add and move to next section. If you click “Cancel” then it will allow you to modify your selection.

**www.iqula.co.za says**

Are you sure to select No?

This means that you do not have prior marking experience and you will not be able to amend this selection once you submit.

Press OK to confirm or Cancel to revisit your selection.

OK

Cancel



**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	Updated Marking Experiences
Do you have prior marking experience? * Yes <input type="checkbox"/>	2022 <input type="button" value="Delete this Experience"/> <b>Deputy Chief Marker</b> AFRIKAANS HOME LANGUAGE PAPER 1
Marking Year * Choose...	2021 <input type="button" value="Delete this Experience"/> <b>Senior Marker</b> AFRIKAANS HOME LANGUAGE PAPER 1
Role Assigned Choose...	2020 <input type="button" value="Delete this Experience"/> <b>Marker</b> AFRIKAANS HOME LANGUAGE PAPER 1
Subject Choose...	2019 <input type="button" value="Delete this Experience"/> <b>Marker</b> AFRIKAANS HOME LANGUAGE PAPER 1
Paper Choose...	2018 <input type="button" value="Delete this Experience"/> <b>Did not mark this year</b> N/A N/A
<input type="button" value="Add this Marking Experience"/> <input type="button" value="Go to Teaching Experience"/>	

**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.

New Teaching Experience	Updated Teaching Experiences
Subject SESOTHO HOME LANGUAGE	2022 <input type="button" value="Delete this Experience"/> <b>ALFRED NZO EAST DISTRICT OFFICE</b> 0989878767
Teaching Year * Choose...	2021 <input type="button" value="Delete this Experience"/> <b>ALFRED NZO EAST DISTRICT OFFICE</b> 0989878767
Did you teach in this year? * Yes <input type="checkbox"/>	2020 <input type="button" value="Delete this Experience"/> <b>ALFRED NZO EAST DISTRICT OFFICE</b> 0989878767
School Name * <input type="text"/> <input type="button" value="Search"/>	2019 <input type="button" value="Delete this Experience"/> <b>Did not teach in 2019</b> NA
Contact No. * Contact number of the school	2018 <input type="button" value="Delete this Experience"/> <b>Did not teach in 2018</b> NA
<input type="button" value="Add this Teaching Experience"/> <input type="button" value="Go to Performance"/>	



**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.

### New Performance Details

Subject\*  
SESOTHO HOME LANGUAGE

Performance Year\*  
Choose...

Did you teach in this year? \*  
Yes

Centre Number\*

Institution Name\*

District\*

Pass Percentage\*

No. of Learners\*

### Updated Performances

- 2022  
A D TSHAYINGCA SECONDARY SCHOOL  
Pass % : 34 | No. of Learners : 12
- 2021  
A D TSHAYINGCA SECONDARY SCHOOL  
Pass % : 23 | No. of Learners : 22
- 2020  
Did not teach in 2020  
Pass % : 0 | No. of Learners : 0
- 2019  
Did not teach in 2019  
Pass % : 0 | No. of Learners : 0
- 2018  
Did not teach in 2018  
Pass % : 0 | No. of Learners : 0



**Step 16: 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.*

The screenshot shows a web application interface for document uploads. On the left is a sidebar with navigation links: 'Personal Details' (Your Profile), 'Other Details' (Your preferences), 'Qualification' (Related to the subject applied), 'Setwork' (Related to the subject applied), 'Marking Experience' (Past 5 years), 'Teaching Experience' (Related to the subject applied), 'Performance' (Related to the subject applied), and 'Documents' (Upload your documents). The 'Documents' link is highlighted with a red 'X' icon. The main content area has a red header bar with the text: 'Important Information: Documents certified by SAPS should only be uploaded or else your application will be rejected.' Below this, the 'New Document' section features a 'Select Document\*' dropdown menu. The dropdown is open, showing a list of document types: 'Choose...', 'Choose...', 'PASSPORT (with Work Permit)', 'ATTENDANCE REGISTER', 'DHET CERTIFICATE', 'MINUTES OF THE MEETING', 'PHOTO', 'DECLARATION BY THE PRINCIPAL', 'QUALIFICATION (GRADE 12 & UNIVERSITY)', 'SACE CERTIFICATE', 'SAQA CERTIFICATE', and 'EVALUATION FORM'. To the right of the dropdown is an 'Uploaded Files' section.



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**

Select Document\*

Choose...

File to Upload\*

Choose File No file chosen

Upload this Document!

**Uploaded Files**

STEP 1

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

Annotations: STEP 1 points to the 'Select Document' dropdown. STEP 2 points to the 'File to Upload' section. STEP 3 points to the 'Upload this Document!' button.

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

**Application Complete**

You have completed all mandatory sections of this application. Click on the 'Submit Application' tab to submit this application for further actions.









Ok

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.

**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
<p>Select Document*</p> <p>Choose... ▾</p> <p>File to Upload*</p> <p>Choose File No file chosen</p> <p>Upload this Document</p> <p><b>Submit Application</b></p>	<div><p> <a href="#">ATTENDANCE REGISTER-2023.pdf (59 KB)</a> </p><p>ATTENDANCE REGISTER</p><p> <a href="#">DECLARATION BY PRINCIPAL-2023.pdf (78 KB)</a> </p><p>DECLARATION BY THE PRINCIPAL</p><p> <a href="#">ID-2023.pdf (59 KB)</a> </p><p>ID DOCUMENT</p><p> <a href="#">MINUTES-2023.pdf (59 KB)</a> </p><p>MINUTES OF THE MEETING</p></div>



**Step 17: 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 18: 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.

**EASTERN CAPE**  
EDUCATION

APPLICANT AREA

Dashboard

Historic Applications

USEFUL LINKS

Announcements

FAQs

Support Ticket

Applicant Dashboard

/ Applicant Dashboard / Applications List

EXAM REFERENCE : 06-2023-NSC

Application Reference : T706B84413

100 % Completed, Awaiting validation from district/province official

AFRIKAANS HOME LANGUAGE - PAPER 1

Personal Detail

Other Details

Qualification

Setwork

✓

✓

✓

✓

Marking

Experience

Teaching

Experience

Performance

Documents

✓

✓

✓

✓

✓

✓

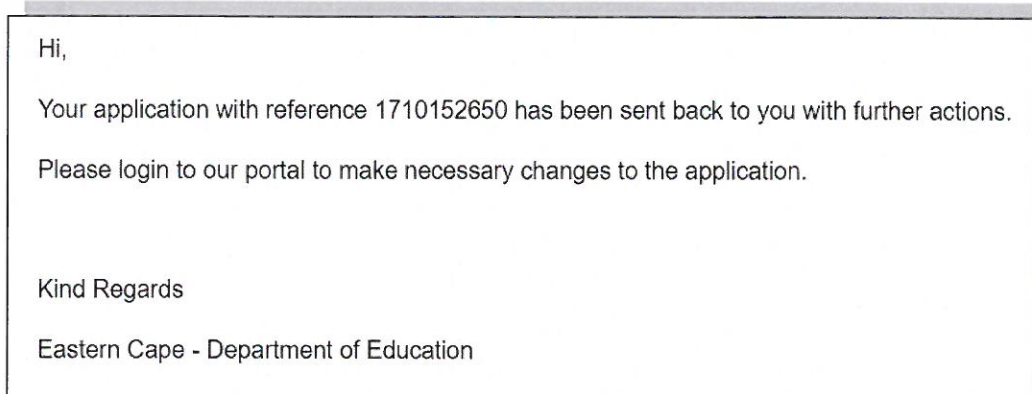
View Application

**Now you can safely Log out!!!**

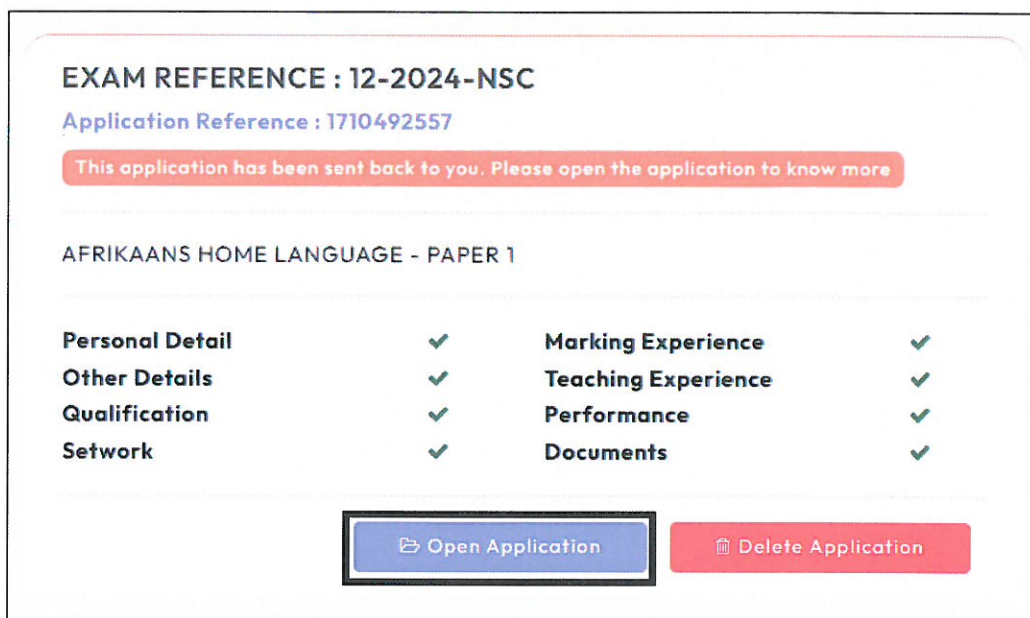


**STEPS INVOLVED WHEN YOUR APPLICATION IS SENT BACK BY DISTRICT  
SUBJECT ADVISOR**

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





5. 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

6. 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.
7. 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.


**Province of the  
EASTERN CAPE  
EDUCATION**


**APPLICANT AREA**


 Dashboards

 Historic Applications


**USEFUL LINKS**


 Announcements


 FAQs


 Support Ticket


### Applicant Dashboard


 / Applicant Dashboard / Applications List


 Personal Details ✔  
Your Profile


 Other Details ✔  
Your preferences


 Qualification ✔  
Related to the subject applied


 Setwork ✔  
Related to the subject applied

 Marking Experience ✔  
Past 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/>
8. Due to application system requirements, it is preferable to use a laptop/desktop.
9. For technical enquiries, kindly send **WhatsApp only** to **0789263405**.