



EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION NO 17 OF 2026

**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 10 MARCH 2026

NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS APPLICATION FOR APPOINTMENT AS A MARKER: DECEMBER 2026 & JUNE 2027

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 in the online application form.
- 1.3** Educators/principals 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/principal 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 2021 to 2025 (within 5 recent years), in the FET Phase.
- 2.2 An educator/principal with a recognized 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 SPECIFYING THE SUBJECT CONCERNED**
- 2.4 Applicants must have a **Valid SACE certificate**.
- 2.5 School Governing Body (SGB) educators (**who will not be employed as Educator Assistants during marking period**) and educators from independent schools who have relevant qualifications 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 2021-2025. 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 2021-2025.**
- 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., CESSs, Circuit Managers, Curriculum Advisors/Subject Advisors appointed in the GET phase, must not apply to mark Grade 12.
- 3.2** Educators who have not taught Grade 12 during the period 2021 to 2025 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.
- 3.5** Educators/principals/subject advisors 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** Educators/principals/office based who are on leave/will be on leave during marking.

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 filling of online markers' application forms. The Circuit Manager will be part of the meeting with the potential applicant (Principal) and School Management Team before the filling of the online markers' application form.
- 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 2025 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. Declaration form of the principal will be signed by the Circuit manager who confirms that the applicant (principal) is meeting all the PAM Document minimum requirements as indicated in paragraph 2.

- 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. Copies of all relevant documents must be clear and certified by SAPS. Make sure that the SAPS stamp is not on top of your subject qualification. All information in your transcript or certificate must be visible for all levels of marker verification.

APPLICANTS MUST MAKE SURE THAT THEIR APPLICATIONS ARE ACCURATELY SUBMITTED IN THE SYSTEM.

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/CIRCUIT MANAGERS/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/Principal/Subject Advisor was/is responsible for teaching/advising the subject in Grade 12 during the **period 2021 to 2025. ANNEXURE 1**.
- 5.3 **Do not sign** the Declaration forms of Educators/Principals/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/EDO's/CESs must ensure that documents to be uploaded into individual online markers' application forms are **accurate, valid, and verifiable**.
- 5.5 Principals/EDO's/CESs 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 This is the most important stage of marker verification and curriculum advisors are the people who know their teachers and working closely with them.
- 6.2 The members of the **Verification Committee** to the online application forms for NSC Grade 12 Markers, for educators/principals/subject advisors, will consist of:
 - 6.1.1. CES/ Acting CES: Curriculum management (Chairperson).
 - 6.1.2. CES/Acting CES / DCES: Examinations and Assessment (Chairperson)
 - 6.1.3. CMC Heads /Acting CMC Heads.
 - 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. **Subject advisors must make sure that recommended educators are meeting the requirements as specified in the PAM document**
- 6.1.12. **Attached required documents must be verified against the summary dashboard in the online marker application form including 2025 evaluation form.**
- 6.1.13. **If an educator did not mark in 2025, declaration form must be attached in the space provided for evaluation form indicating that the educators is applying for the first time etc.**
- 6.1.14. **Each verified online form (whether recommended or not recommended) must then be submitted successfully online.**
- 6.1.15. **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.**

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7.1.6. Chief Markers

7.1.7. Internal moderators

7.1.8. Subject Planners.

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

7.1.10. Secretariat from HRA.

Iphondo leMpuma Kapa: Isebe leMfundo
Provinsie van Oos Kaap: Departement van Onderwys
Provense ya Kapa Botjhabela: Letapha la Thuto

8. CONDITIONS FOR APPOINTMENT

8.1.1 Must 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 2021 to 2025).

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 2021-2025.

8.1.4 **Subject Advisors must submit District pass percentage in the subject applied for.**

8.1.5 Applicants must have a **valid 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/EDO/CES.

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 2026 TO 31 MARCH 2027.

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.

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THAT WORKS FOR ALL



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, 30 March 2026
Closing date for submission of online Marker application forms by the applicants.	Friday, 17 April 2026 at 16H00
Closing date for District Online Verification of applications.	Thursday, 30 April 2026 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 network due to electricity outages in some instances.

11. SIGNIFICANT INFORMATION

11.1 Transport claim:

- 11.1.1. There are two categories of transport claims: Driver and Passenger/public transport.
- 11.1.2. Driver shall claim full Travel Allowance.
- 11.1.3. Passenger/ Public transport shall claim 25% of the full travel allowance.
- 11.1.4. No drop-offs will be allowed across all marking centres.

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 if no irregularity is committed by the marker.
- 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 T.J.Z. MTYIDA
DDG: CURRICULUM MANAGEMENT AND DELIVERY

16 March 2026

DATE

APPLICATION FOR APPOINTMENT AS A MARKER: DECEMBER 2026 AND JUNE 2027

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 **Assessment Instruction No.17 of 2026**.

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
8.	South African Sign Language HL P1, P2, P3	SASLHL
MATHEMATICAL SCIENCE		
9.	Mathematical Literacy P1 and P2.	MLIT
10.	Mathematics P1 and P2.	MATH
11.	Technical Mathematics P1 and P2.	TMAT
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
12.	Accounting P1 and P2	ACCN
13.	Business Studies P1 and P2	BSTD
14.	Economics P1 and P2.	ECON
ENGINEERING AND TECHNOLOGY		
15.	Engineering Graphics and Design P1 and P2.	GRDS
HUMAN AND SOCIAL STUDIES		
16.	Geography P1 and P2.	GEOG
17.	History P1 and P2.	HIST
18.	Religion Studies P1 and P2.	RLGS
PHYSICAL, COMPUTER AND LIFE SCIENCE		
19.	Agricultural Sciences P1 and P2.	AGRS
20.	Agricultural Management Practice	AGRM
21.	Agricultural Technology	AT
22.	Computer Applications Technology P1 and P2.	CATN
23.	Life Sciences P1 and P2.	LFSC
24.	Physical Sciences P1 and P2.	PHSC
25.	Technical Science P1 and P2.	TCSC
SERVICES`		
26.	Consumer Studies	CNST
27.	Music	MUSC
28.	Tourism	TRSM

ANNEXURE 3

LIST OF APPLICANTS –DEC 2026 & JUNE 2027 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							

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:.....

Principal Signature.....

Date.....

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 in 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 2025 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 2021 to 2025.
- 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 2021 to 2025.
- 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 2026 online application, all applicants will be expected to uploaded all the necessary documents:
- Qualifications
 - Id copy
 - Sace certificate
 - Declaration form
 - Minutes of the verification process
 - Attendance register etc

7. SGB educators are expected to upload valid work permits

- **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 2026 to 31 March 2027.**

DISTRICT VERIFICATION OF APPLICATION FORMS

1. DISTRICT VERIFICATION TEAM

- As per the Assessment Instruction
- CES Curriculum & CES: Examinations: Chairpersons

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 reasons for not recommending. If the reason is not listed, click on 'other' and write the reason.

ANNEXURE 4

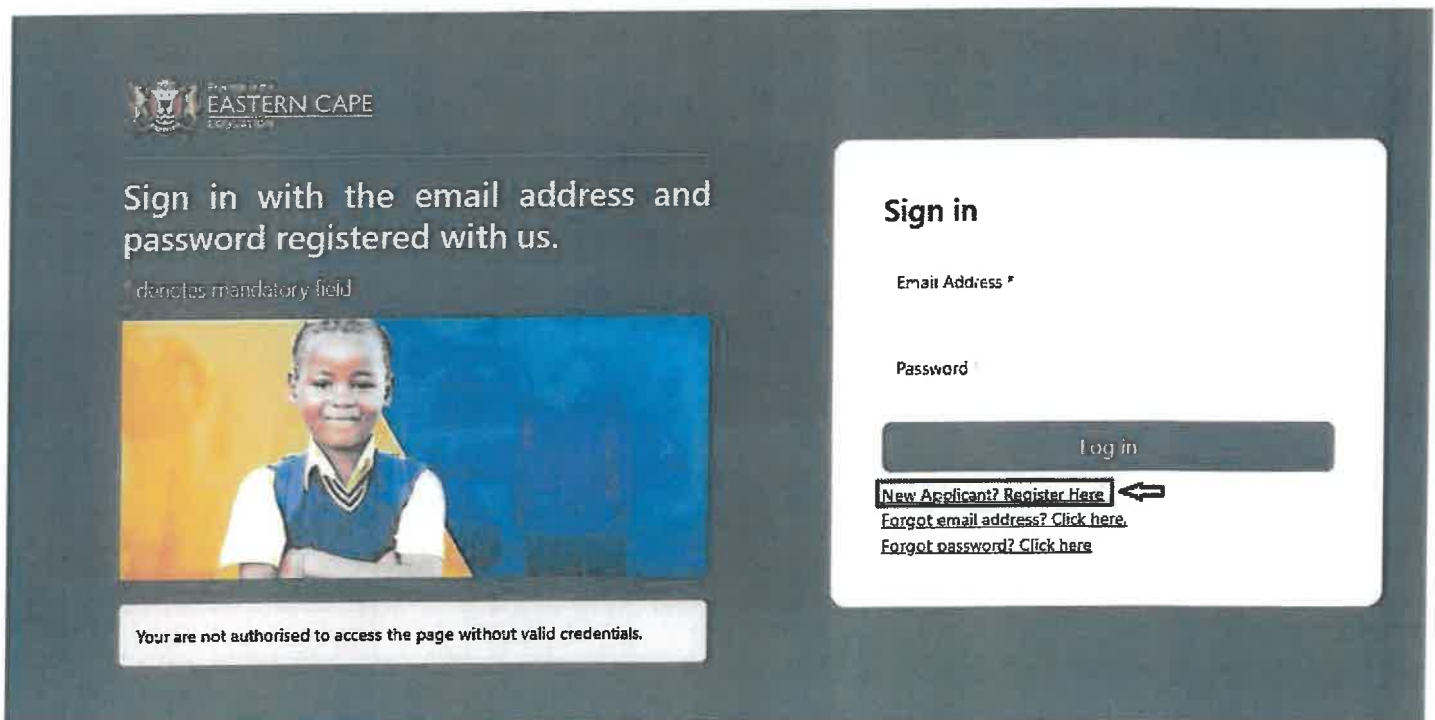
GUIDELINE FOR ONLINE APPLICATION FOR MARKING

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.

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 “New Applicant? Register Here” as shown below to register in the portal



The screenshot shows the Eastern Cape Education logo at the top left. Below it, the text reads: "Sign in with the email address and password registered with us." A small note indicates that an asterisk denotes a mandatory field. There is a placeholder image of a young girl in a school uniform. Below the image, a message states: "Your are not authorised to access the page without valid credentials." To the right, there is a sign-in form with fields for "Email Address" and "Password", a "Log in" button, and three links: "New Applicant? Register Here" (highlighted with a box and an arrow), "Forgot email address? Click here", and "Forgot password? Click here".

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

Register

First Name *
XXXXXXXXXX

Last Name *
XXXXXXXXXX

Email Address *
XXXXXXXXXX@XXXXXX

Password *

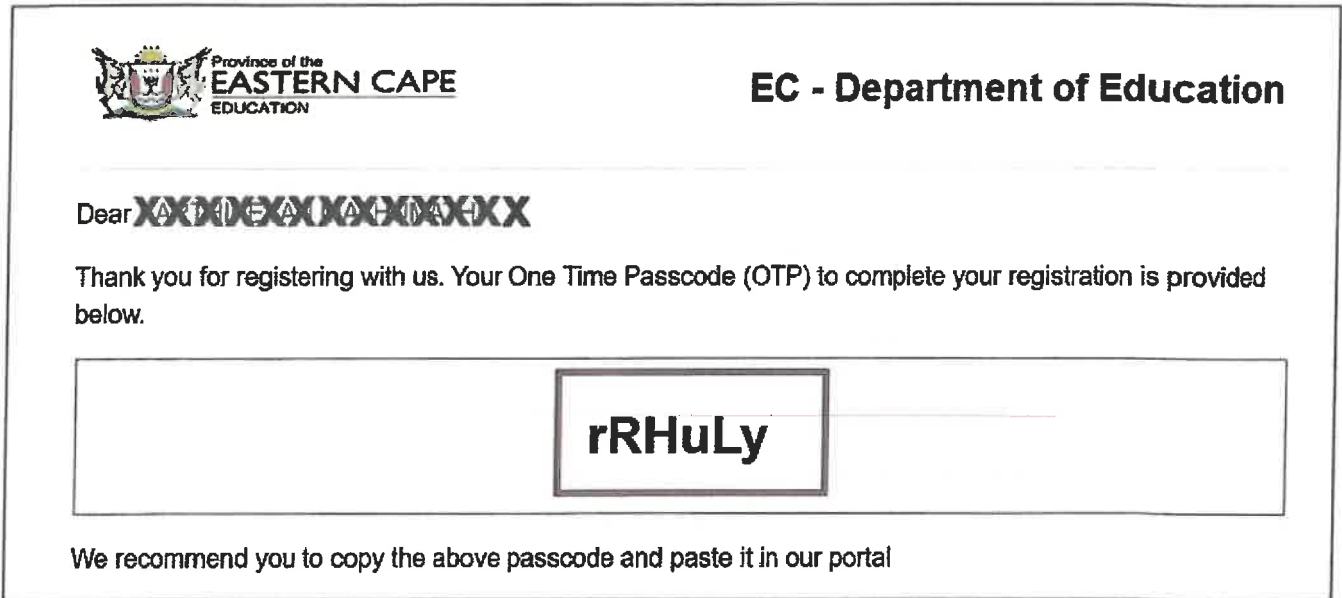
Document Name *
Passport Number

Document No.*
XXXXXXXXXX

Register

[<< Back to Login Page](#)

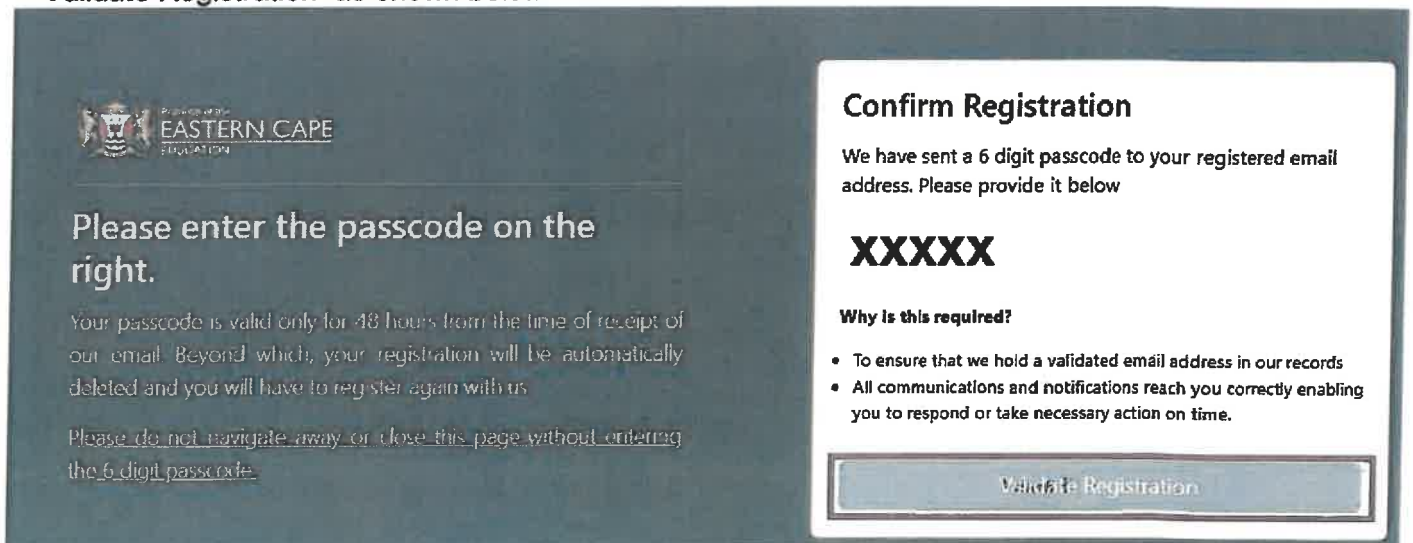
Step 3: Once you have clicked "Register" button, system automatically send a verification code to your **email address** to validate whether your email address is correct or not. Go to your mail and open the validation email from the system as shown below



The screenshot shows an email from the Eastern Cape Department of Education. The header includes the department's logo and name in English and Afrikaans. The body of the email addresses the recipient as 'Dear XXXXXXXXXXXXXXXX' and thanks them for registering. It provides a One Time Passcode (OTP) 'rRHuLy' in a highlighted box. A note at the bottom suggests copying the passcode and pasting it into a portal.

Pls Note: Also check your spam or junk folder as well.

Step 4: Kindly copy and paste the verification code from your email into the box below and click "Validate Registration" as shown below



The screenshot shows a registration confirmation page. On the left, it asks the user to enter the passcode on the right and provides instructions on the validity of the passcode. On the right, there is a 'Confirm Registration' section with a 6-digit passcode 'XXXXXX' and a list of reasons why this is required. A 'Validate Registration' button is visible at the bottom right.

Pls Note: Your email address will be verified first because all the correspondence including your appointment letter will be delivered to your email address only, that's why validating your email address is very important for the system.

Step 5: You can now Log into your account using registered email address and password as shown below



Eastern Cape EDUCATION

Sign in with the email address and password registered with us.

* denotes mandatory field



Sign in

Email Address *

Password *

Log In

[New Applicant? Register Here](#)
[Forgot email address? Click here.](#)
[Forgot password? Click here](#)

Pls Note: Forgot password / Forgot username 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. If you forgot your email address, you can click the link "Forgot email address" and follow the instruction.

In case, if your forgot both email address and password, kindly proceed with your forgot email address first then, you can reset the password for that email address which has been registered with the system.

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.



 Province of the
EASTERN CAPE
EDUCATION

Sign in with the email address and password registered with us.

* denotes mandatory field



Sign in

Email Address *

Password *

Log in

[New Applicant? Register Here](#)
[Forgot email address? Click here.](#)
[Forgot password? Click here](#)

Step 6: Once logged in, you will land in the dashboard page, where you can create new application, by clicking "Create New Application" button as shown below.

Province of the EASTERN CAPE EDUCATION

Applicant Dashboard

Your Application(s)

There are no applications to display here. Please click the 'Create New Application' button to proceed.

Dashboard Logout

iphondo leMpuma Kapa: isebe leMfundo
Provinsie van Oos Kaap: Department van Onderwys
Provinsie ya Kapa Boljhabela: Letlapa la Thuto

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

Create A New Application

Please Note: This form is applicable for applications submitted by paper applicants. It is NOT applicable for online applicants.

Exam Reference
Choose...

Employment Post
Choose...

Subject & Paper Applying For
Choose...

Current Post
Choose...

Do you have prior marking experience?
Choose...

Do you have a second year level in the subject you are applying? *

Do you have any relative writing this year Grade 12 Exam for the subject you are applying for?

Choose...
Choose...
Choose...

Create Application

Create Form

Pls Note: Check whether you are selecting correct options, For Ex: If you choose “No” for prior marking experience here, system won’t give the option of marking experience section while creating application even though you have prior marking experience.



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.

Your Application(s)

ACCOUNTING – PAPER 1

Exam Reference : 12-2026-NSC

22% completed, refer table below for pending actions from you

Application Reference : 1773040047

Personal Detail	✘	Marking Experience	✘
Other Details	✘	Teaching Experience	✘
Qualification	✘	Performance	✘
Setwork	✔	Documents	✘

➔ Open Application

🗑 Delete Application

Step 9: Once you open the application, you will see the details of your application. And below that your personal detail section starts.

Application Details		Submit this Application
Exam Reference	12-2026-NSC	
Application Reference	1773040047	
Subject Applied	ACCOUNTING	
Paper Applied	PAPER 1	
Employment Post	ECDoE Employed Educator	
Present Post	EDUCATOR	
Prior Marking Experience	Yes	
Second year level in the subject?	Yes	
Have relatives writing grade 12 exam this year	No	
Application Date	09-Mar-2026	
Current Stage	W/P - Not Submitted	
Percentage Completed	33%	

Step 10: Personal Details Section – kindly fill all the fields and click save personal details and move on to next section.

Personal Details			
Persal Number *	ID Number *	Passport Number *	
	0987654321098	Not Provided	
Date of Birth *	Gender *	Title *	Initial *
dd/mm/yyyy	<input type="checkbox"/> Choose...	Choose...	Choose...
Phone (Work)	Phone (Home)	Cellphone *	
Address 1 *			
Address 2		Postcode *	
Exam Center No. *	Exam Center Name *	District *	
click search button	Search		
Next to Kin *	Relationship *	Contact Number *	
Name			
			<input type="button" value="Save Personal Details"/>

Pls Note: Exam Centre Number field is read only field, so you cannot type anything, kindly click "Search" button to search for your school and select.

Validation have been initiated, so the telephone and cell phone will accept only 10-digits.

If you donot have a persal number, kindly input as zero "0"

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.	School Name	District
4240006 ← CLICK	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

Toll free number: 080 121 2570

Email: customercarecentre@ecdoe.gov.za

Step 10: Other details Section – Fill all the mandatory fields as shown below and click save other details and move on to next section.

Other Details		
Select Your Population Group Choose...	Preferred Marking Language * Choose...	Your Meal Preference Choose...
If Successful, will you need accommodation during marking period		Choose...
Have you taught/advised the subject in FET phase *		Choose...
Are you presently teaching/advising the subject in grade 12? *		Choose...
Are you in a Governing Body Post? *		Choose...
Did you take the VSP? *		Choose...
Are you resigning (or) planning to resign from your post in the Education Dept? *		Choose...
Are you currently employed by the Education Department?		Choose...

[Save Other Details](#)

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

Qualifications	
Related to ACCOUNTING	
Certification Name *	Obtained At *
No. of Years Studied * Choose...	Year Obtained *

[+ 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.

Setwork

Related **AFRIKAANS HOME LANGUAGE**

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 – Kindly fill all 5 years of your marking experience and proceed to next section. In case if you don't have 5 years of experience, still you need to select that year and select “Did not mark this year” from the role assigned section.

Marking Experience

BY THE 2026/2027 YEAR, YOU WILL BE REQUIRED TO FILL IN ALL 5 YEARS OF YOUR MARKING EXPERIENCE.

Note: Select Role Assigned as DID NOT MARK if you did not mark for any of these years.

<input type="text" value="Marking Year *
Choose..."/>	<input type="text" value="Role Assigned *
Choose..."/>	<input type="text" value="Subject & Paper *
Choose..."/>	<input type="button" value="+ Add this Marking Experience"/>
---	--	--	--

Marking Experience Added
This Includes Marking Experiences Updated In Your Previous Applications

Marking Year	Role	Subject & Paper
--------------	------	-----------------

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 “Taught this year” dropdown for the years you have not taught as mentioned in the picture below.

Teaching Experience
Related to ACCOUNTING

Teaching Year * Choose...	Taught this year? * Choose...	School Name * Choose...
------------------------------	----------------------------------	----------------------------

+ Add Teaching Experience

Teaching Experience Added
This includes Teaching Experiences Located In Your Profile Applications

Teaching Year	Taught this year?	School Name
---------------	-------------------	-------------

Once five years of teaching experience has been captured, you can proceed with next section which is performance at own centre.

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 “Taught this year” dropdown for the years that you haven’t performed as mentioned in the picture below and move on to next section

Performance At Own Centre
Related to ACCOUNTING

Performance Year * Choose...	Taught this year? * Choose...	Pass Percentage * Choose...	No. of learners * Choose...
Exam Center No. * click search	Exam Center Name * Search		District * Choose...

+ Add Performance

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. It must be certified only from SAPS only*

Documents

Please Note: 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. Please check the accepted file format before uploading.



Document Title * Choose...	Select File * Choose file No file chosen	<input type="button" value="Upload this Document"/>
-------------------------------	---	---

Documents Uploaded
This Includes Documents Uploaded In Your Previous Applications

Document Title	File Name	Size
----------------	-----------	------

Select document title 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 also view the file by clicking the File Name as shown below.

Documents Uploaded
This Includes Documents Uploaded In Your Previous Applications

Document Title	File Name	Size
ATTENDANCE REGISTER	 ATTENDANCEREGISTER.pdf	77.03 KB 

You can also delete the documents submitted as show **below and re upload a new one**

Iphondo leMpuma Kapa: Isebe leMfundo

Document Title	File Name	Size	
ATTENDANCE REGISTER	 ATTENDANCEREGISTER.pdf	77.03 KB	

Once all the documents uploaded successfully. A pop up will appear as show below

Application has been completed!

✔ You have successfully completed this application!

Although all sections are completed, your application will not move for district official's validation until it is fully submitted.

Next Step (Mandatory) : Please press the 'Submit this Application' button at the top (or) bottom of the page and complete the declaration to fully submit the application.

Ok

This means you have successfully completed all the sections and the application is waiting for you to submit, click 'OK' and you can proceed to click submit application as shown in next page.

Toll free number: 080 121 2570

Email: customercarecentre@ecdoe.gov.za

A NATION
THAT WORKS FOR ALL



Documents

Please Note: 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. Please check the accepted file format before uploading.

Document Title * Select File *

Choose... Choose File No file chosen

[Upload this Document](#)

Documents Uploaded
This Includes Documents Uploaded In Your Previous Applications

Document Title	File Name	Size	
ATTENDANCE REGISTER	ATTENDANCEREGISTER.pdf	77.03 KB	

[Submit this Application](#)

Step 17: Declaration Section – As a final step, a pop up of 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 “Confirm and submit my application” button as shown below

Declaration

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

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

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.

[Close](#) [Confirm and Submit my Application](#)

Step 18: Application Submitted Successfully: Once application is submitted, 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.

Accounting - Paper 1
Exam Reference : 12-2026-NSC

This application is fully completed and submitted

Application Reference : 1773040047

Personal Detail	✓	Marking Experience	✓
Other Details	✓	Teaching Experience	✓
Qualification	✓	Performance	✓
Setwork	✓	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

Hi,
Your application with reference 1710152650 has been sent back to you with further actions.
Please login to our portal to make necessary changes to the application.

Kind Regards
Eastern Cape - Department of Education

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

Your Application(s)

ACCOUNTING - PAPER 1
Exam Reference : 12-2026-NSC

This application is fully completed and submitted

Application Reference : 1773040047

Personal Detail	✓	Marking Experience	✓
Other Details	✓	Teaching Experience	✓
Qualification	✓	Performance	✓
Setwork	✓	Documents	✓

[Open Application](#) [Delete Application](#)

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

 This application has been sent back to you with the following comments:
[09-Mar-2026] - test

6. Rectify the error and submit the application again back to district verification.

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: ECDoE have noticed last year, few applications were filled all the sections successfully but failed submit by mistake. So, this year, we have indicated as below, you can click submit application in your dashboard. Once your application is submitted successfully, you will see only "View Application" refer to Step 18 screenshot.

ACCOUNTING – PAPER 1
Exam Reference : 12-2026-NSC

This application is fully completed but not submitted

Application Reference : 1773040047

Personal Detail	✓	Marking Experience	✓
Other Details	✓	Teaching Experience	✓
Qualification	✓	Performance	✓
Setwork	✓	Documents	✓

[Open Application](#) [Delete Application](#) [Submit Application](#)

Important Note:

1. Application Form will be allowed to submit, only if all the sections have been completed successfully. You will find a status link towards your left-hand side pane.



Application Details		
	Personal Details	✓
	Other Details	⚠
	Qualifications	⚠
	Marking Experience	⚠
	Teaching Experience	⚠
	Performance	⚠
	Documents	⚠

2. 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 this year" "Taught this year" from the dropdown to complete that section.
3. Kindly keep your documents ready before starting your application, so that when you start, you can finish it quickly.
4. 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.
5. **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.**
6. Kindly download pdf compressor from the below link to compress your files.
<https://www.freepdfcompressor.com/>