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## Online application instructions

### 1. Introduction

The Western Cape Education Department (WCED) Online Markers System allows educators to register and apply for marker vacancies online. The system makes it convenient to register, log in, create a profile, update profiles, submit the relevant documents and apply for a marking vacancy.

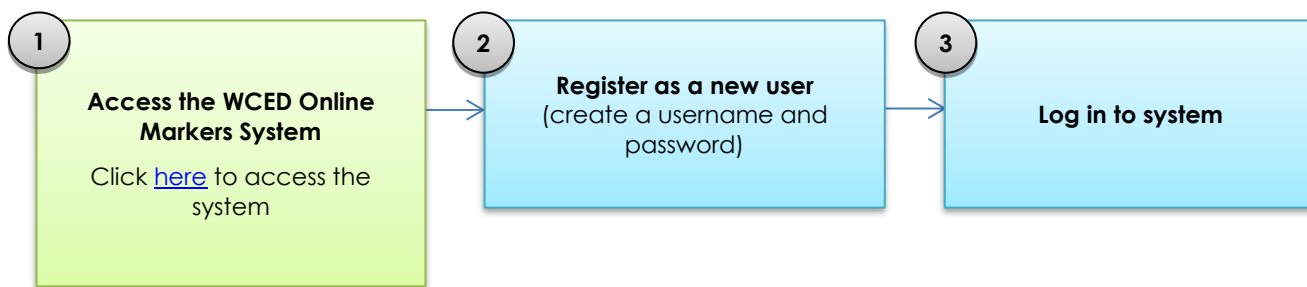
The browser that best supports the online application system is **Google Chrome**. This browser is best used on a desktop computer, laptop or tablet. Do not use a smartphone for online applications. Once educators have applied on the system, they can upload the supporting documents, listed in point 5 below, and track the status of their application online.

**Please note** – once logged in to the system, detailed step-by-step user manuals are available for ease of access at <https://exams.westerncape.gov.za/markers/UserManual/Index>

The Online Markers System can be accessed at <https://exams.westerncape.gov.za/markers> and applicants must follow the summarised steps shown below.

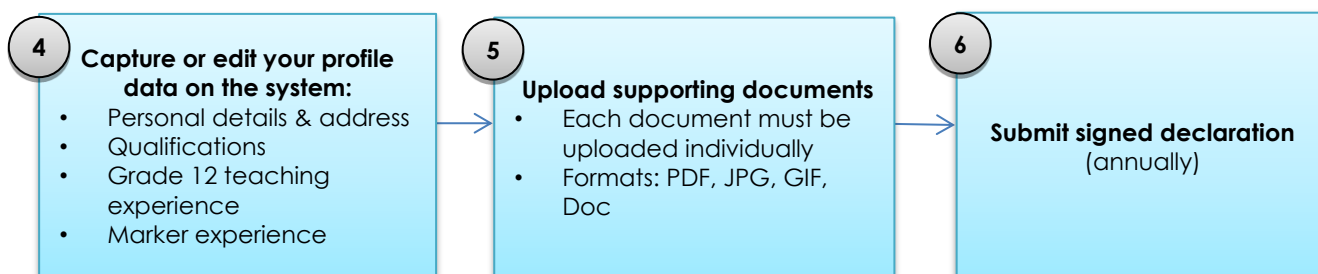
### 2. Novice (first time) markers: follow steps 1–8

- Create an **online profile** by registering on the Online Markers System before completing the application process.
- Log in to the system with the personal details provided and complete the online application.
- It is important to note that all registered users will receive a default role at this stage.
- Educators who are applying must click on the drop-down box, labelled for educators.
- District officials who are applying must click on the drop-down box, labelled for district officials.
- Indicate the subjects you are applying to mark.
- Upload all the compulsory supporting documents mentioned in point 5 below.

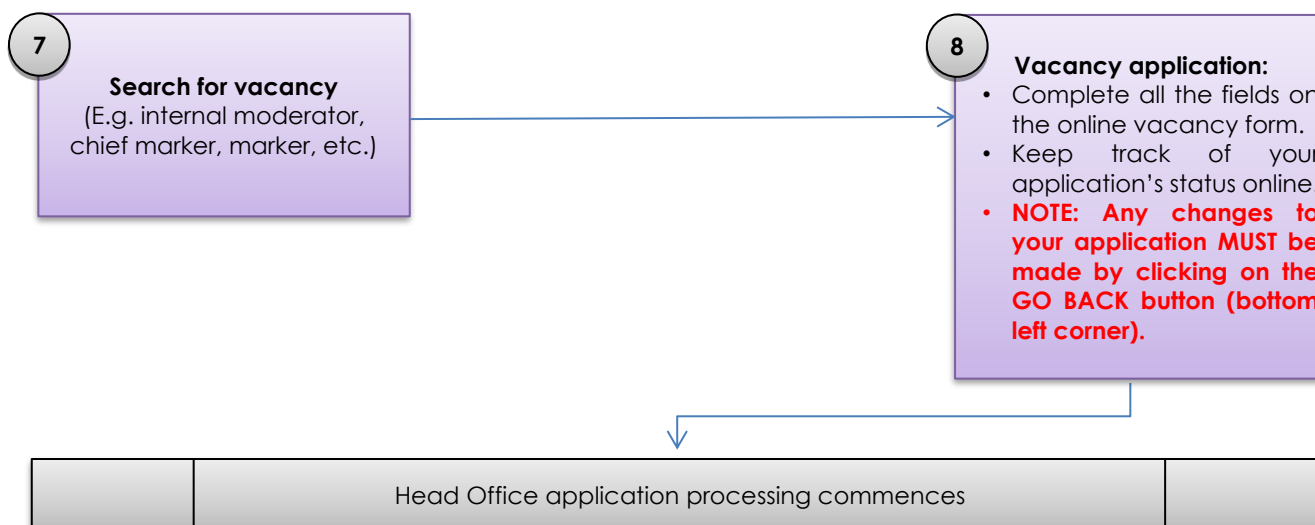


**3. Markers who already have a profile: follow steps 4–8**

- Log in with your usual login details.
- **Verify all the existing information** on the system (steps 4–6) before completing the compulsory fields.
- Only upload the 2023 declaration, academic transcripts and proof of address (not older than three months).
- **Make a formal marking application** by completing steps 7 and 8.



Once all the above is captured online, you can now apply for a marker vacancy.



#### 4. Notes to all applicants

- All fields of the online marker application must be completed.
- Years of Grade 12 teaching experience (2019–2023) must be completed.
- The 2022 pass rate must be completed for all subjects applying for.
- Any changes to your application MUST be made by clicking on the **GO BACK** button (bottom left corner).
- Ensure that all the supporting documents (see below) are attached to your application.

#### 5. Compulsory supporting documents to upload with your application

- South African citizens must submit a certified copy of their valid South African identity document (not older than three months).
- Foreign nationals must submit a certified copy (not older than three months) of a valid form of non-South African identification or their valid passport (with an expiry date no sooner than 60 days after marking is to be concluded).
- Foreign nationals must submit a certified copy (not older than three months) of their valid work permit or proof of permanent residency – whichever is applicable.
- Certified copy/copies (not older than three months) of qualification certificate(s) specifying the relevant subject(s) at second year level.
- Foreign nationals must submit a certified copy (not older than three months) of the **South African Qualifications Authority (SAQA) Certificate of Evaluation** indicating the SAQA recognition of their **foreign qualification(s)**.
- Certified copy of a full academic transcript.
- Proof of registration with the South African Council for Educators. If a registration certificate has not been received yet, an affidavit for the current year as well as proof of application must be submitted.
- Proof of address, not older than three months prior to the date of uploading.
- Declaration form (**Annexure C**) signed by the **applicant and current principal/district director** (dated with the year 2023) and stamped.
- Completed consent form (**Annexure D**) for the collection and processing of personal information in terms of the Protection of Personal Information Act, 2013 (Act 4 of 2013).