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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.

**Note** – once logged into 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.

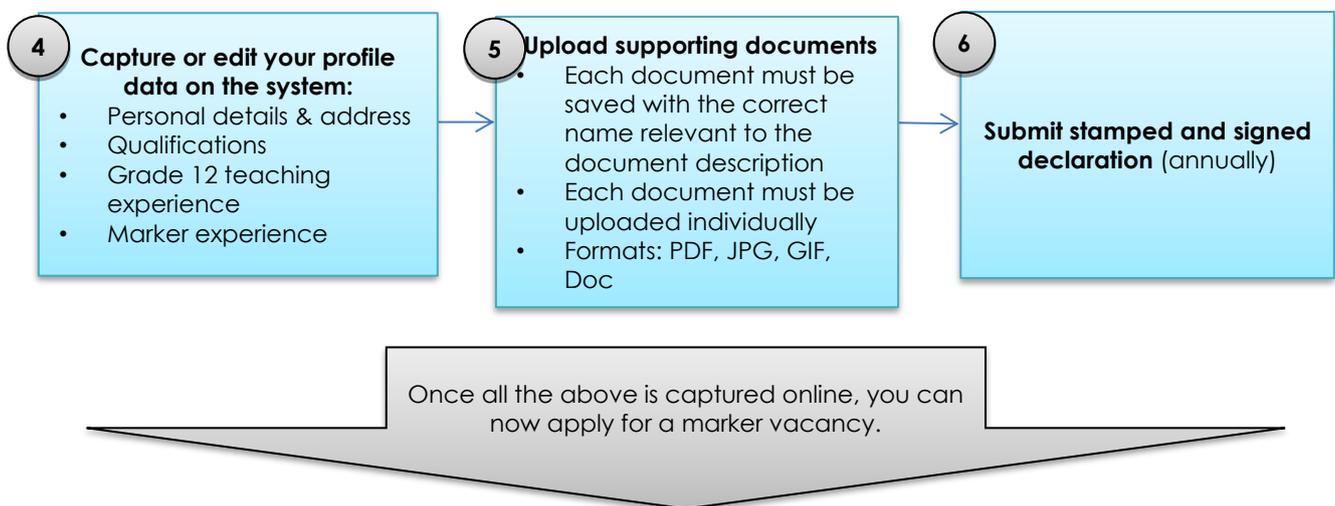
### 2. Novice (first time) markers: follow steps 1–8

- 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 and all positions you are applying to mark. (When you apply for a subject, please indicate the paper preference – i.e. paper 1, and /or paper 2, and /or paper 3 and all positions of the vacancy.
- Upload all the **correct**, compulsory supporting documents mentioned in point 5 below.

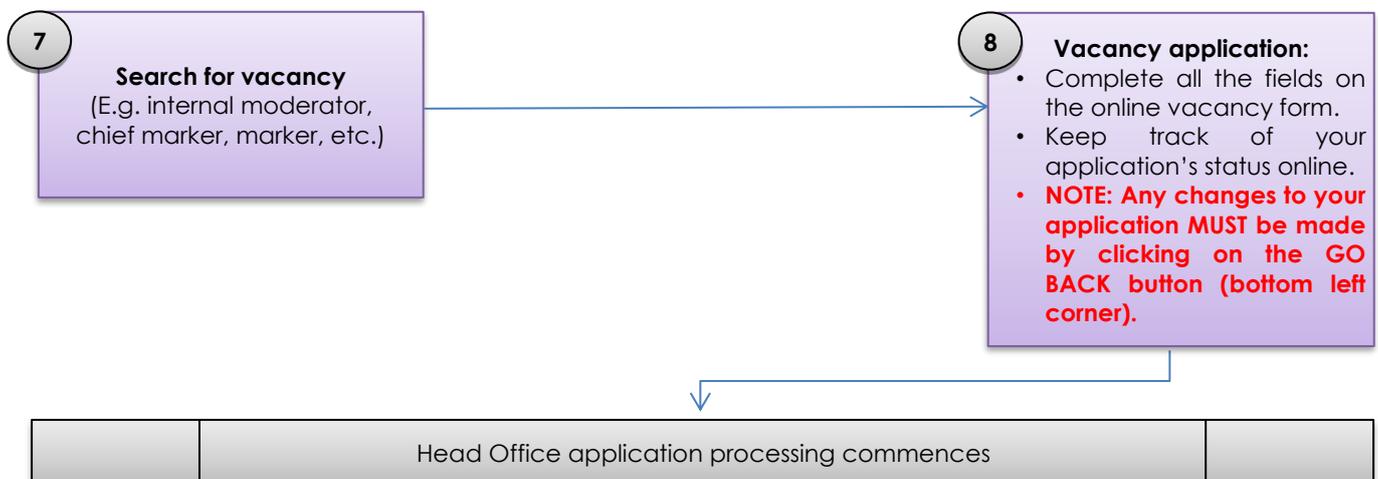


### 3. Markers who already have a profile: follow steps 4–8

- Log in with your usual login details.
- **Verify all the existing information** on the system (steps 4–6) before completing the compulsory fields.
- Upload all the **correct**, compulsory supporting documents mentioned in point 5 below.
- **Make a formal marking application** by completing steps 7 and 8.



- Indicate the **subjects and all positions you are applying to mark**. (When you apply for a subject, please indicate the paper preference – i.e. paper 1, and /or paper 2, and /or paper 3 and the position/s of the vacancy.



#### 4. Notes to all applicants

- All fields of the online marker application must be completed.
- Years of Grade 12 teaching experience (2020–2024) must be completed.
- The 2023 pass rate must be completed for all subjects you are applying for.
- Any changes to your application **MUST** be made by clicking on the **GO BACK** button (bottom left corner).
- Ensure that all the correct, supporting documents (see below) are attached to your application.

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

- Certified copy/copies of qualification certificate (s) specifying the subject at second year level (not older than 6 months).
- Certified copy of full Academic Transcript.
- Foreign Nationals must submit a certified **approved South African Qualifications Authority (SAQA) qualification(s)**.
- Proof of registration with the statutory body, the South African Council for Educators (SACE), - if the certificate has not been received yet, submit an affidavit for the current year as well as proof of application.
- Proof of residence, not older than three months prior to the date of upload.
- Declaration form (**Annexure C**) signed by the **applicant and current principal/district director** (dated with the year 2024) and **stamped** with the school/district stamp.
- 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)*.
- South African citizens must submit a certified, copy of a valid South African identity document.
- Foreign Nationals must submit a valid, non-South African identification and/or valid passport (with an expiry date no sooner than 60 days after marking is concluded), or a valid work permit or proof of permanent residency, whichever is applicable.