Imiyalelo yokwenza isicelo

1. Intshayelelo

Isistim eyi-*Western Cape Education Department (WCED) Online Markers System* ivumela ootitshala babhalise yaye bafake izicelo kwikhompyutha kwizithuba zokumakisha. Isistim ikwenza kube lula ukubhalisa, ukungena *(log in)*, ukwenza iprofayili, ukuyihlaziya iprofayili, ukungenisa amaxwebhu achaphazelekayo nokufaka isicelo sokumakisha.

Ibrawuza esebenza kakuhle ukuxhasa isistim yokwenza isicelo kwikhompyutha yi-***Google Chrome*****.** Le brawuza isebenza kakuhle xa isetyenziswa **kwidesktophu yekhompyutha, kwilephutophu okanye kwithablethi.** Musa ukusebenzisa i-*smartphone* kwii-aplikeyishini zekhompyutha *(online applications*). Bakuba befake izicelo zabo ootitshala kwisistim banako ukufaka amaxwebhu ahamba nesicelo, adweliswe kwingongoma 5 ngezantsi, nokulandelela imeko *(track the status*) yezicelo zabo kwikhompyutha.

Makuqatshelwe – wakuba ungenile kwisistim, kufumaneka iimanyuwali zamanyathelo ngamanyathelo anengcaciso ukwenzela ukuba kube lula ukungena kwisistim apha https://exams.westerncape.gov.za/markers/UserManual/Index

Isistim eyi-*Online Markers System* inokufunyanwa apha https://exams.westerncape.gov.za/markers yaye abenzi-sicelo mabalandele la manyathelo ashwankathelweyo aboniswe apha ngezantsi:

2. Abamakishi abaqalayo ngqa ukumakisha: mabalandele amanyathelo 1–8

- Yenza i-***online profile*** ngokubhalisa kwi-*Online Markers System* phambi kokuqhubeka ngenkqubo yokwenza isicelo.
- Ngena kwisistim ngeenkcukacha zakho buqu ozinikiweyo uze uzalise ifom yesicelo kwikhompyutha.
- Kubalulekile ukuqaphela ukuba bonke abasebenzisi ababhalisiweyo baya kufumana i-*default role* kwesi sigaba kwisistim.
- Ootitshala abafaka izicelo mabaklikhe kwi-*drop-down box*, ebhalwe *for* ***educators***.
- Amagosa esithili afaka izicelo makaklikhe kwi-*drop-down box*, ebhalwe *for* ***district officials*****.**
- Xela zonke izifundo kunye nezithuba ofaka isicelo kuzo. Xa ufaka isicelo sesifundo, kucelwa ubonise iphepha olikhethayo – o.k.t iPhepha 1 kunye/okanye iPhepha 2 kunye/okanye iPhepha 3 nazo zonke izithuba ezenzelwa isicelo.
- Faka onke amaxwebhu **achanekileyo** ayimfuneko ahamba nesicelo akhankanywe kwingongoma 5 ngezantsi.

1

Ukungena kwi-*WCED Online Markers System*

Klikha apha here ukungena kwisistim

2

Bhalisa njengomsebenzisi omtsha

(yenza i-*username* nepasiwedi

3

Ngena kwisistim

(zifumane yaye uzifunde zonke iimanyuwali)

3. Abamakishi abasele benazo iiprofayili mabalandele amanyathelo 4–8

- Ngena ngeenkcukacha zakho zokungena zesiqhelo *(usual login details)*.
- **Makungqinisiswe yonke ingcaciso ekhoyo kwisistim** (amanyathelo 4–6) phambi kokuzalisa amacandelo anyanzelekileyo *(compulsory fields)*.
- Faka onke amaxwebhu **achanekileyo** ayimfuneko ahamba nesicelo akhankanywe kwingongoma 5 ngezantsi
- **Yenza isicelo esimiselweyo** sokumakisha ngokuzalisa amanyathelo 7 no-8**:**
- Xela zonke izifundo kunye nezikhundla ofaka isicelo kuzo. Xa ufaka isicelo sesifundo, kucelwa ubonise iphepha olikhethayo – o.k.t iPhepha 1 kunye/okanye iPhepha 2 kunye/okanye iPhepha 3 nazo zonke izithuba ezenzelwa isicelo.

4

Faka okanye editha iprofayili yakho kwisistim:

- *Personal details & address*
- *Qualifications*
- *Grade 12 teaching experience*
- *Marker experience*

5

Faka amaxwebhu ahamba nesicelo

- Uxwebhu ngalunye kufuneka lugcinwe negama elichanekileyo lefayile elihambelana nenkcazelo yoxwebhu.
- Uxwebhu ngalunye malufakwe lodwa
- Iifomathi: *PDF, JPG, GIF, Doc*

6

Ngemisa i-*declaration* efakwe isitampu nesayiniweyo (qho ngonyaka)

Wakuba ufake konke oku kungentla kwikhompyutha ungafaka isicelo kwisithuba sokuba ngummakishi

7

Khangela isithuba

(Umz. esemodareyitha yangaphakathi, esommakishi oyintloko, esommakishi, njl.)

8

Isicelo sesithuba :

- Zalisa onke amacandelo kwifom i-*online vacancy form*.
- Landelela imeko yesicelo sakho kwisistim ngekhompyutha.
- **MAKUQATSHELWE: Naziphi na iinguqu kwisicelo sakho MAZENZIWE ngokuklikha kwi-*GO BACK button***

wcedonline.westerncape.gov.za

4. Iinowuthsi kubo bonke abenzi-sicelo

- Onke amacandelo akwisicelo sokumakisha kwikhompyutha mawazaliswe.
- Iminyaka eyi-12 yamava okufundisa kwiBakala (2020–2024) mayizaliswe.
- Ireyithi yokupasa ngo-2023 mayizaliswe kuzo zonke izifundo owenzela zona izicelo.
- Naziphi na iinguqu kwisicelo sakho MAZENZIWE ngokuklikha kwi-***GO BACK*** *button* (kwikona esezantsi ngasekhohlo).
- Makuqinisekiswe ukuba onke amaxwebhu achanekileyo (makujongwe ngezantsi) ahamba kunye nesicelo aqhotyoshelwe kwisicelo sakho.

5. Amaxwebhu ahamba nesicelo anyanzelekileyo amakafakwe nesicelo

- Abemi boMzantsi Afrika mabangenise ikopi eqinisekisiweyo yoxwebhu lwesazisi sabo esisemthethweni.
- Abemi bamanye amazwe mabangenise ikopi eqinisekisiweyo yoxwebhu lwesazisi olungelulo olwaseMzantsi Afrika olusemthethweni (*non-South African identification*) kunye/okanye ipasipothi esemthethweni yabo (enomhla wokuphelelwa okufutshane ongekho ngaphezu kweentsuku eziyi-60 emva kokuba kuqukunjelwe inkqubo yokumakisha).
- Abemi bamanye amazwe mabangenise ikopi eqinisekisiweyo yepemithi yomsebenzi esemthethweni okanye ubungqina bokuba ngummi osisigxina weli lizwe (*proof of permanent residency*) – nokuba yeyiphi na efanelekileyo.
- Ikopi/iikopi eziqinisekiweyo (zingadlulanga iinyanga ezintandathu ziqinisekisiwe) zesatifikethi/zezatifikethi zamabanga emfundo ezicacisa isifundo/izifundo ezichaphazelekayo kwinqanaba lonyaka wesibini (*second year level)*.
- Abemi bamanye amazwe mabangenise ikopi eqinisekisweyo ye-***South African Qualifications Authority (SAQA) Certificate of Evaluation*** echaza isigqibo esathathwa yi-*SAQA* ngokumalunga **namabanga emfundo amanye amazwe.**
- Ikopi eqinisekisiweyo yetranskripthi yerekhodi yezifundo epheleleyo.
- Ubungqina bokubhalisa kwi-*South African Council for Educators* ukuba isatifikethi sobhaliso asikafunyanwa, ingxelo efungelweyo *(affidavit*) zonyaka omiyo kwakunye nobungqina besicelo mazingeniswe.
- Ubungqina bendawo yokuhlala, zingadlulanga iinyanga ezintathu buqinisekisiwe ngaphambi komhla wokufakwa kwamaxwebhu.
- Ifom ye-*declaration* (***Annexure C***) esayinwe **ngumenzi-sicelo nenqununu/ nomlawuli wesithili wangoku** (enomhla ongu-2024) **ifakwe nesitampu** sesikolo/sesithili.
- Ifom i-*POPIA consent form* ezaliswe ngokupheleleyo ***(Annexure D***) ukwenzela ukuqokelelwa nokusingathwa kwengcaciso ngokumalunga noMthetho i-*Protection of Personal Information Act, 2013 (Act 4 of 2013).*