

## 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 yekhompuyutha, kwilephutophu okanye kwithablethi**. Musa ukusebenzisa i-*smartphone* kwii-aplikeyishini zekhompuyutha (*online applications*). Bakuba befake izicelo zabo ootitshala kwisistim banako ukufaka amaxwebhu ahamba nesicelo, adweliswe kwingongoma 5 ngezantsi, nokulandelela imeko (*track the status*) yezicelo zabo kwikhompuyutha.

**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:

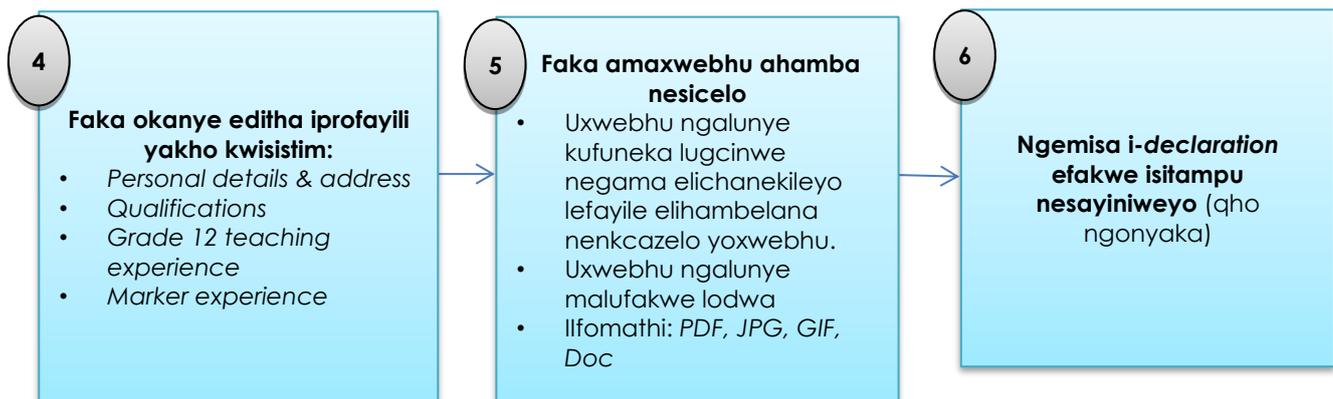
### 2. Abamakishi abaqalayo ngqa ukumakisha: mabalandele amanyathelo 1–8

- Yenza i-**online profile** ngokubhalisa kwi-*Online Markers System* phambi kokuqhubeka ngenkqubo yokwenza isicelo.
- Ngena kwisistim ngeenkukacha zakho buqu ozinikiweyo uze uzalise ifom yesicelo kwikhompuyutha.
- 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.

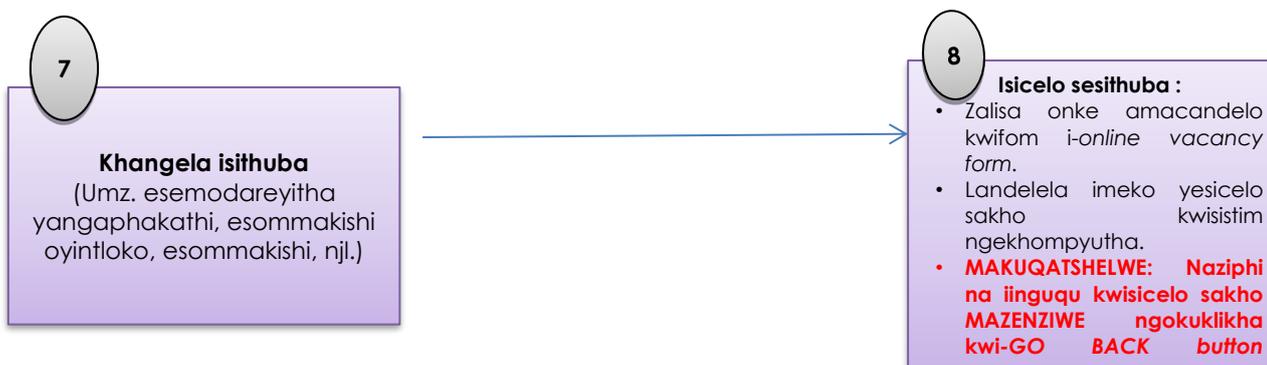


### 3. Abamakishi abasele benazo iiprofayili mabalandele amanyathelo 4–8

- Ngena ngeenkukacha 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.



Wakuba ufake konke oku kungentla kwikhompyutha ungafaka isicelo kwisithuba sakuba namakishi



[wcedonline.westerncape.gov.za](http://wcedonline.westerncape.gov.za)

#### 4. Iinowuthsi kubo bonke abenzi-sicelo

- Onke amacandelo akwasicelo 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).
- Makuqinisekise 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 kuqokunjelwe 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 eqinisekisiweyo 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)*.