



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

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**ASSESSMENT INSTRUCTION 17 OF 2022**

**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: 28 MARCH 2022**

**NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS  
APPLICATION FOR APPOINTMENT AS A MARKER: DECEMBER 2022**

**1. GENERAL INFORMATION**

- 1.1 A **LINK** for the **Online Application Form** by educators for the appointment as a Marker for the December 2022 National Senior Certificate (NSC) Examination is attached together with a guidelines 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 the online Application form.
- 1.3 Educators 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 39684, page 155, D.4.4.4, 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 a responsibility of an applicant to ensure that all required documents 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 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 2017 to 2021 (within 5 recent years), in the FET Phase.
- 2.2 An educator with a recognised 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.
- 2.4 **NB: Appointment of markers will be based on learner performance in the subject one is applying for, between the years 2017-2021. Educators/Subject Advisors who have obtained a 50% and above pass rate will have an added advantage.**
- 2.5 ***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 in the GET phase, must not apply to mark Grade 12.



- 3.2 Educators who have not taught Grade 12 during the period 2017 to 2021 in the subject they are applying for.
- 3.3 Educators who are no longer serving as secondary school educators.
- 3.4 Officials employed in the Examinations and Assessment Chief Directorate.
- 3.5 Educators/Officials who have been found to have contravened the Examination Regulations and are still serving the sanctions.
- 3.6 School Principals.

#### **4. VERIFICATION AT SCHOOL AND DISTRICT LEVEL:**

- 4.1 Principal/CES curriculum to convene a meeting with all the applicants and the School Management Team (SMT) / District Management Team (DMT) before the filling of online markers' application forms.
- 4.2 Complete the LIST OF APPLICANTS (**ANNEXURE 3**), that will be signed by each applicant and the Principal / 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.
- 4.3 A declaration form signed by the Principal / CES-curriculum in the case of Subject Advisors for each individual applicant must be scanned and attached/uploaded by each applicant.
- 4.4 The signing of the declaration form is legally binding, and it certifies the accuracy and ownership of the information provided by a signatory.
- 4.5 Principals/CES must present the list of applicants to the entire staff (educators/subject advisors) before signing it.
- 4.6 Any false information supplied in this document will result in the **disqualification of all the applicants in the school/district** from being appointed as markers for two consecutive years. Furthermore, disciplinary action shall be taken against the Principal/CES as per the regulations.



## 5. **INSTRUCTIONS TO PRINCIPALS/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/Subject Advisor was/is responsible for teaching/advising the subject in Grade 12 during the period 2017 to 2021. **ANNEXURE 1**
- 5.3 **Do not sign** the Declaration forms of educators/Subject Advisors who are **not teaching in your school/ who are not teaching the subject / advising in your district or who have outstanding documents.**
- 5.4 NB: Principals/CESs must ensure that documents to be uploaded into individual online markers' application forms are accurate, valid, and verifiable.
- 5.5 Principal/CES must make and hand-over copies of attendance register, declaration forms and signed minutes of the verification meeting to the applicants and must file the copy of the list of recommended applicants for future reference.

## 6. **ONLINE VERIFICATION OF APPLICATION FORMS AT DISTRICT LEVEL:**

- 6.1 The members of the **Verification Committee** to the online application forms for NSC Grade 12 Markers, for educators/subject advisors, will consist of:
  - 6.1.1 CES: Curriculum (Chairperson).
  - 6.1.2 CES: School Governance and Administration.
  - 6.1.3 Acting CES / DCES: Examinations and Assessment.
  - 6.1.4 Representative of Circuit Managers.
  - 6.1.5 FET Subject Advisors.
  - 6.1.6 Teacher Union representatives 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 **Attached required documents must be verified against the summary dashboard in the online marker application form.**
- 6.1.12 Each verified online form (whether recommended or not recommended) must then be submitted online successfully.

## **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 and Marking Processes Officials.
  - 7.1.3 CES: Policy Compliance.
  - 7.1.4 CES: Curriculum Management.
  - 7.1.5 DD: Human Resource Administration.
  - 7.1.6 Chief Markers
  - 7.1.7 Subject Planners.
  - 7.1.8 Teacher Union representatives as observers.
  - 7.1.9 Secretariat from HRA.

## **8 CONDITIONS FOR APPOINTMENT**

- 8.1.1. 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 5 years at the appropriate level. (Teaching/advising experience must be within FET phase from 2017 to 2021).





- 8.1.2. Learner performance in the subject one is applying for between the years 2017-2021.
- 8.1.3. **Subject Advisors must submit District pass percentage in the subject applied for.**
- 8.1.4. Applicants must have a SACE certificate.
- 8.1.5. Applicants must attach an Academic transcript if certificate does not specify area of specialization.
- 8.1.6. Applicants must attach the declaration forms signed by the principals.
- 8.1.7. **SGB employed educator/s or educator/s from independent schools with foreign qualifications must attach SAQA & DHET Certificate as well as valid work permit.**
- 8.1.8. **Foreign nationals, those 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 2022 to 31 March 2023.**
- 8.1.9. 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.

## **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:**

Closing date for submission of online Marker application forms by the applicants.	<b>Friday, 22 April 2022 17H00</b>
Closing date for District Online Verification of applications.	<b>Friday, 29 April 2022 16H00</b>



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.

## **11      SIGNIFICANT INFORMATION**

### **11.1.    Transport claim:**

- 11.1.1. Driver shall claim full Travel Allowance.
- 11.1.2. Passenger shall claim 25% of the full travel allowance.
- 11.1.3. Public transport user shall claim 25% of the full travel allowance.

### **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.
- 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. 19767 dated 18 February 1999, Chapter E, Clause 2 (2.2), (d) and Amended Government Gazette No.39684 dated 12 February 2016, Chapter D (D. 2.2.4).
- 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.

The Co-operation of all education stakeholders in this important process is both anticipated and appreciated.

**MR R. TYWAKADI**  
**DDG: CURRICULUM MANAGEMENT AND DELIVERY**

**DATE: 29/03/2022**





**NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS  
APPLICATION FOR APPOINTMENT AS A MARKER: DECEMBER 2022**

**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 Declaration form 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 the Assessment Instruction 15 of 2022.

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.

			<b>SCHOOL OR DISTRICT STAMP</b>
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
MATHEMATICAL SCIENCE		
8.	Mathematical Literacy P1 and P2.	MLIT
9.	Mathematics P1 and P2.	MATH
10.	Technical Mathematics P1 and P2.	TMAT
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
11.	Accounting P1 and P2	ACCN
12.	Business Studies P1 and P2	BSTD
13.	Economics P1 and P2.	ECON
ENGINEERING AND TECHNOLOGY		
14.	Civil Technology (Construction, Civil Services, Woodworking)	CVLT
15.	Electrical Technology (Digital Systems, Electronics, Power Systems)	ELTT
16.	Mechanical Technology (Automotive; Fitting and Machining; Metalwork and Welding)	MCHT
17.	Engineering Graphics and Design P1 and P2.	GRDES
HUMAN AND SOCIAL STUDIES		
18.	Geography P1 and P2.	GEOG
19.	History P1 and P2.	HIST
20.	Religion Studies P1 and P2.	RLGS
PHYSICAL, COMPUTER AND LIFE SCIENCE		
21.	Agricultural Sciences P1 and P2.	AGRSDE
22.	Agricultural Management Practice	AGRM
23.	Computer Applications Technology P1 and P2.	CATN
24.	Information Technology P1 and P2.	INFT
25.	Life Sciences P1 and P2.	LFSC
26.	Physical Sciences P1 and P2.	PHSC
27.	Technical Science P1 and P2.	TCSC
SERVICES		
28.	Consumer Studies	CNST
29.	Design	DSGN
30.	Dramatic Arts	DRMA
31.	Hospitality Studies	HOSP
32.	Music	MUSC
33.	Tourism	TRSM
34.	Visual Arts	VSLA



**ANNEXURE 3**

**LIST OF APPLICANTS – 2022 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							
13							

**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.**

Principal Full Name \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

**SCHOOL  
STAMP**



## **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 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
  - 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 2017 to 2021.
- 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 2017 to 2021.
- 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.

## **DISTRICT VERIFICATION OF APPLICATION FORMS**

### **1. DISTRICT VERIFICATION TEAM**

- As per the Assessment Instruction
- CES Curriculum: Chairperson



**N. B. Make copies of the Assessment Instruction and made available 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 LIST / arrow for the 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:

- Open Google Chrome or Firefox Web Browser
- Type [www.iqula.co.za](http://www.iqula.co.za) and press enter. See the screen below you get.
- Enter your email address as Login ID
- Click on 'Get Passcode'
- Open your email and get the unique password
- Copy & Paste the passcode in password box
- click "validate"

#### STEP 2:

- Please fill in basic information about yourself to create your profile. Your Surname first and then your First names.
- Click on the dropdown arrow to choose whether you have an ID.
- Choose Employment Post.
- Click on "Save profile"





## Applicant Registration

### Provide Basic Information About Yourself

Your Surname

Your First Name

Do you have an ID Number

Employment Post

### **STEP 3:**

- Fill in all mandatory fields.
- Type in your 13 digits valid ID Number, if the response to your ID is YES
- Type in your valid Passport number, if the response to your ID is NO
- Choose your employment Post
- Once all fields are filled, click on “save & Next” button.



## Applicant Registration

### Provide Basic Information About Yourself

Your Surname

Your First Name

Do you have an ID Number

Your ID Number

Employment Post



## Applicant Registration

	<b>Provide Basic Information About Yourself</b>
Your Surname	<input type="text" value="PRATIK"/>
Your First Name	<input type="text" value="KARTHIKEYAN"/>
Do you have an ID Number	<input type="text" value="No"/>
Your Passport Number	<input type="text"/>
Employment Post	<input type="text" value="Choose..."/>

## Applicant Registration

	<b>Provide Basic Information About Yourself</b>
Your Surname	<input type="text" value="PRATIK"/>
Your First Name	<input type="text" value="KARTHIKEYAN"/>
Do you have an ID Number	<input type="text" value="Yes"/>
Your ID Number	<input type="text"/>
Employment Post	<div><div>Choose...</div><div><div>Choose...</div><div>ECDoe Employed Educator</div><div>SGB Post</div><div>Independent School</div></div></div>



#### **STEP 4:**

- Click 'Create New Application'
- Your profile will be already appearing.
- Fill in application details by choosing
  - Exam reference (Only one will be available)
  - Subject and
  - Paper
- All fields mandatory.
- Click "Save & Next"

**New Application Form**

Your Profile	Application Details
Your Surname <input type="text" value="KARTHIKEYAN"/>	Exam Reference <input type="text" value="Choose.."/>
Your First Name <input type="text" value="VENUGOPAL"/>	Select Subject <input type="text" value="Choose"/>
Do you have an ID Number <input type="text" value="Yes"/>	Select Paper <input type="text"/>
Employment Post <input type="text" value="ECDoE Employed Educator"/>	
<input type="button" value="Save &amp; Next"/>	

#### **STEP 5:**

- Fill in all mandatory fields.
- Type in "Exam centre number" of your school. (If you are not sure SEE Step 5 below for guidance)
- District and Institution name will be Auto filled.
- Once all fields are filled, click on "save & Next" button.

**Personal Details**

Please provide the following personal details

Personal Number *	<input type="text"/>	ID Number *	<input type="text" value="7654321234599"/>	Date of Birth *	YY <input type="text"/>	MM <input type="text"/>	DD <input type="text"/>
Gender *	<input type="text" value="Choose..."/>	Title *	<input type="text"/>	Initials *	<input type="text"/>		
Telephone(W) *	<input type="text"/>	Telephone(H) *	<input type="text"/>	Cell Number *	<input type="text"/>		
Address 1 *	<input type="text"/>						
Address 2 *	<input type="text"/>			Postal Code *	<input type="text"/>		
Present Post *	<input type="text" value="Choose..."/>	Exam Centre No *	<input type="text"/>	<input type="button" value="Search"/>	District Name	<input type="text"/>	
Institution Name	<input type="text"/>						

Application Status	
Personal Details	
Other Details	
Qualification	
Marking Experience	
Teaching Experience	
Performance	
Documents	



## STEP 6:

- If you are not sure about the “Exam Centre number of your school”, please click “Search button” next to centre number,
- Type in the bottom search box to find your school name, Exam centre number
- Select the correct one then it will insert automatically.

Eastern Cape, Department of Education - Applicant Teaching Experience - Google Chrome

iqula.co.za/iqula.co.za/administrator/searchschool.php?caller=PD

List of Teaching Centres / Schools

Show 10 entries

School / Centre Code	School Name	District
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
4241008	ENQABENI SENIOR SECONDARY SCHOOL	ALFRED NZO EAST
4241009	GREENVILLE SENIOR SECONDARY SCHOOL	ALFRED NZO EAST
4241010	GUMZANA SENIOR SECONDARY SCHOOL	ALFRED NZO EAST

Search:

First Previous 1 2 3 4 5 Next Last

**Important!** Please type the school / centre number (or) school name in the search box above and click on the school / centre code to select.

## STEP 7:

- Fill in other details using dropdown arrow.
- Click on “save & next” button to proceed further.

### Other Details

Please provide the following other details

To Which Population Group do you belong? \* Choose..

If other, please specify

If Successful, Will you need accommodation during marking period \* Choose

Meal Preference \* Choose

Marking Language Preference \* Choose

Have you taught/advised the subject in FET phase \* In the last 5 years 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 from your post in the Education Dept. \* In the next few months Choose

Are you currently employed by the Eastern Cape Education Department \* Choose

Back to Personal Details Save & Next [Qualification]



### **STEP 8:**

- Fill in the qualifications one by one
- Click “save qualification” button after each qualification entered.
- Once all qualifications, which are related to the subject you are applying for marking, are added proceed with Next (Marking Experience) button.

**Qualification**

[Back to Other Details](#) STEP 3: MOVE TO NEXT STEP ➡ [Next \[Marking Experience\]](#)

● **Add New Qualification** related to the subject applied in this application

Subject	ACCOUNTING	No of Years Studied	<input type="text"/>
Certification Name	<input type="text"/>	Year Obtained	<input type="text"/>
Obtained At	<input type="text"/>		

STEP 1: FILL IN THE QUALIFICATION

STEP 2: SAVE QUALIFICATION ➡ [Save Qualification](#)

● **Existing Qualifications**

Subject	Years Studied	Certification Name	Year Obtained	Obtained At	Options
---------	---------------	--------------------	---------------	-------------	---------

### **STEP 9:**

- Fill in all marking experience one by one
- Click on “save marking experience” button after each marking experience entered.
- Once all Marking Experience is added, Click “Next[Teaching Experience]” button to proceed further.

**Marking Experience**

[Back to Qualification](#) STEP 3: MOVE TO NEXT STEP ➡ [Next \[Teaching Experience\]](#)

▮ **Add New Marking Experience**

Year	<input type="text" value="Choose"/>	Role Assigned	<input type="text" value="Choose"/>
Subject	<input type="text" value="Choose"/>	Paper	<input type="text"/>

STEP 1: FILL IN THE MARKING EXPERIENCE

STEP 2: SAVE ➡ [Save Marking Experience](#)

▮ **Existing Marking Experience**

Year	Subject	Paper	Role Assigned	Options
------	---------	-------	---------------	---------



### **STEP 10 :**

- Fill in all Teaching experience one by one
- Click on “save Teaching experience” button after each teaching experience entered.
- Once all Teaching Experience is added, Click on “Next[Performance]” button to proceed further.

Teaching Experience

[Back to Marking Experience](#) [Next \[Performance\]](#)

[Add New Teaching Experience](#) Related to the subject applied in this application

Year	<input type="text" value="Choose"/>	Subject	<input type="text" value="ACCOUNTING"/>
Centre Number	<input type="text"/>	<a href="#">Search</a>	School Name <input type="text"/>
School / District Contact	<input type="text"/>		

[Save Teaching Experience](#)

[Existing Teaching Experience](#)

Year	Subject	School	Contact	Options
------	---------	--------	---------	---------

### **STEP 11:**

- Fill in “performance” at own centre for the subject one by one
- Click on “save performance” button after each year entered.
- Once all Performance is added, Click on “Next[Documents]” button to proceed further.

Performance at own Centre / District

[Back to Teaching Experience](#) [Next \[Documents\]](#)

[Add New Personal Performance at own centre / district](#) Related to the subject applied in this application

Year	<input type="text" value="Choose"/>	Subject	<input type="text" value="ACCOUNTING"/>
Centre Number	<input type="text"/>	<a href="#">Search</a>	School Name <input type="text"/>
School / District Contact	<input type="text"/>	Subject Pass %	<input type="text"/>
Number of Learners	<input type="text"/>		

[Save Performance](#)

[Existing Performance](#)

Year	Subject	School	District	Pass %	No. of Learners	Options
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## **STEP 12:**

### **NB:**

1. All documents must be in Portable Document Format (PDF).
  2. Prepare documents in advance and save them in a folder on your computer for easy access and uploading.
  3. Do not use colour copies as it will have more than the allocated size.
  4. Use only Black& White Copies.
  5. Copy of your ID and Qualifications related to the subject must be recently certified by SAPS. If it is not certified by SAPS, the application may be rejected.
  6. Each document must be a different document with relevant file name.
  7. All qualification must be as one file – Eg: Starting as
    - a. Page 1- Grade 12
    - b. Page 2- BA
    - c. Page 3- BA Hon
    - d. Page 4 – BEd
- ID
  - SACE Certificate
  - Minutes of the meeting
  - Attendance Register
  - Declaration – Annexure 1
  - Declaration must be signed by the applicant and the Principal/Supervisor and stamp it.
  - Any declaration form without signatures and School/District Stamp will be disqualified.

### **STEPS**

- As per your Employment post selection under Step: 3, you will be allowed to upload all necessary documents one by one.
- Click on each document title and select their corresponding file which is already saved in your local computer.
- Click “upload document”.
- Once all the documents have been uploaded, you can proceed to click Next (Submit Application) button.

### **PLEASE NOTE:**

- All documents should be PDF not exceeding the file size of 1MB.
- For Photo (South African Passport - Size 45mm X 35mm) can be Jpeg format.



## Upload Documents

[Back to Performance](#)[Next \[Submit Application\]](#)

### Upload Documents

**Information!** 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

Document Title

Select File

[Upload Document](#)

### Existing Documents

Document Title	Document Name	Uploaded At	Options
No documents uploaded so far			

## FOR ECDOE EMPLOYEES

[Dashboard](#) [Profile](#) [Sign Out](#)[Home](#) > [Application Forms](#) > [Documents](#) > 1648021696

## Upload Documents

[Back to Performance](#)[Next \[Submit Application\]](#)

### Upload Documents

**Information!** 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

Document Title

Select File

- Choose...
- ID DOCUMENT
- MINUTES OF THE MEETING
- ATTENDANCE REGISTER
- SACE CERTIFICATE
- PRINCIPAL APPROVAL LETTER
- QUALIFICATION (GRADE 12 & UNIVERSITY)
- PHOTO

[Upload Document](#)

### Existing Documents

Document Title	Document Name	Uploaded At	Options
No documents uploaded so far			

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FOR SGB EMPLOYED / INDEPENDENT SCHOOL EMPLOYEES /  
EDUCATORS WHO DO NOT HAVE SOUTH AFRICAN ID



Dashboard Profile Sign Out

Home > Application Forms > Documents > 1648021449

### Upload Documents

[Back to Performance](#) [Next \[Submit Application\]](#)

**Upload Documents**

Information! 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

Document Title	Choose...
Select File	<div>Choose... ID DOCUMENT MINUTES OF THE MEETING ATTENDANCE REGISTER SACE CERTIFICATE PRINCIPAL APPROVAL LETTER QUALIFICATION (GRADE 12 &amp; UNIVERSITY) SAQA CERTIFICATE DHET CERTIFICATE PHOTO</div>
<a href="#">Upload Document</a>	

**Existing Documents**

Document Title	Document Name	Uploaded At	Options
No documents uploaded so far			

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**STEP 13:**

- A dialog box appears to say that you have successfully completed all the sections.
- Click on “OK” and proceed to declaration page.

Information

You have successfully completed all the sections.

You may now proceed to submit the application

[OK](#)



### **STEP 14:**

- Please make sure to check once again before submitting the application.
- Once the application is submitted it cannot be reverted or corrected.
- Click Declaration to confirm
- Click on "Submit Application".

**Submit Application**

**Declaration by the applicant**

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.

☐ I 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.

[Submit Application](#)

**Application Form**

**Basic Details**

Exam Reference	04-2022-NSC	Application Reference	1647427732
Applied Subject	ACCOUNTING	Applied Paper	PAPER 1

**Applicant Details** [Go To Personal Details](#)

Personal Number	56748393	ID Number	7654321234545
Surname	MANMADHAN	First Name	GOUNDER
Gender	Male	Title	Mr
Address 1	14 KIMBERLEY ROAD, NORTH END		
Address 2	EAST LONDON		
Telephone [W]	0437038800	Telephone [H]	
Next of Kin		Relationship	
Present Post	SES	Employment Status	ECD&E Employed Educator
Grade 12 Exam Centre Number	4271003	District	JOE GOABI
Institution (or) School Name	BETHANIA SENIOR SECONDARY SCHOOL		

**Other Details and Post Particulars** [Go To Other Details](#)

### **STEP 15:**

- You will find your submitted Application on the dashboard.
- You can safely logout!!!

**WE WISH YOU GOOD LUCK !!!!**