

## 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.

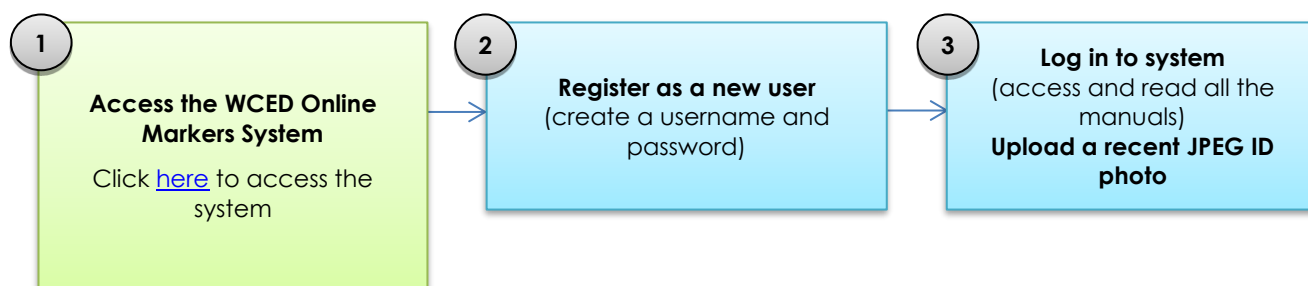
The browser that best supports the online application system is **Google Chrome**. This browser is best used on a **desktop computer, laptop or tablet**. Do not use a smartphone for online applications. Once educators have applied on the system, they can upload the supporting documents, listed in point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

**Please note** – once logged 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.

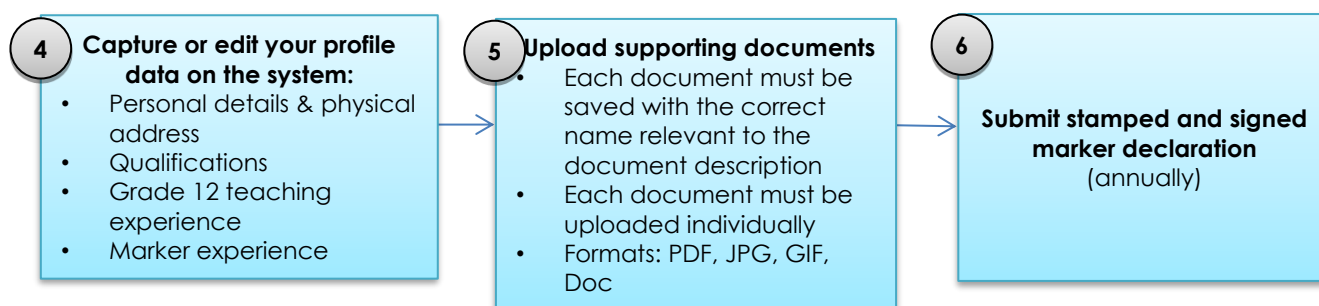
### 2. Novice (first time) markers: follow steps 1–8

- 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.
- Upload a **recent passport/identity document(ID) JPEG** photograph onto your profile. (This photo will give you access to a marking centre.)
- 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.



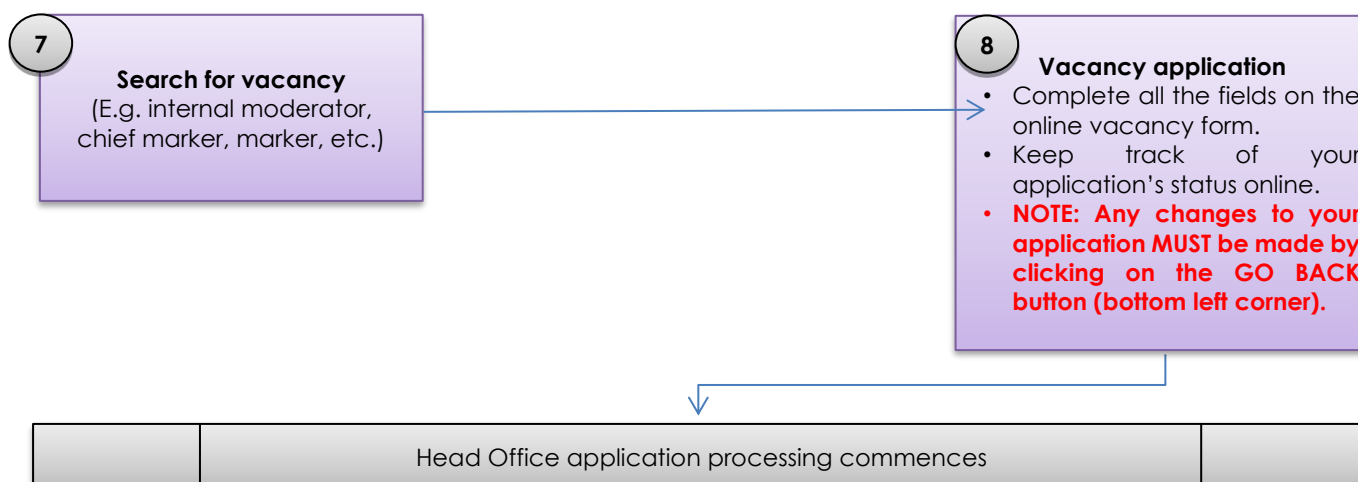
### 3. Markers who already have a profile: follow steps 4–8

- 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.
- **Submit 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.

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



#### 4. Notes to all applicants

- All fields of the online marker application must be completed.
- Years of Grade 12 teaching experience (2021–2025) must be completed.
- The 2024 pass rate must be completed for all subjects you are applying to mark.
- 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 relevant subject at second year level (not older than six months).
- Certified copy of full academic transcript.
- Foreign nationals must submit certified **approved South African Qualifications Authority qualification/s**.
- Passport/ID size JPEG recent photograph.
- Proof of registration with the South African Council for Educators – if the certificate has not been received yet, an affidavit for the current year as well as proof of application must be submitted.
- Proof of physical residence, not older than three months prior to the date of uploading.
- Marker declaration form (**Annexure C**) signed by the **applicant and current principal/district director** (dated with the year 2025) and **stamped** with the school/district stamp.
- Complete Protection of Personal Information Act 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 ID.
- Foreign nationals must submit a valid, non-South African ID and/or 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.