



USER MANUAL

System:

WCED Online Markers System

Lesson:

Personal Profile and Declaration

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Section 1: Homepage Overview

The homepage shows all the functions that the user have access to, based on his or her access rights on the system.

The dropdown options listed under the “**Profile**” menu bar option is also available as hyperlinks on the home page. The functions can be accessed from the menu bar or from the hyperlinks displayed on the homepage.

The screenshot displays the Western Cape Government Education homepage. The top navigation bar includes the logo, 'Western Cape Government Education', and links for 'Home', 'About', and 'Contact Us'. On the right, there are dropdown menus for 'Vacancy' and 'Profile'. The 'Profile' dropdown menu is open, showing options: 'Update Personal Details', 'Update Qualification Details', 'Grade 12 Teaching Experience Details', 'NSC Marking Experience Details', 'Upload Documents', 'Change Password', and 'Sign Out'. The main content area is titled 'Home' and features a 'Personal Profile' section. This section is divided into two parts: 'All users must complete the following section:' with links for 'Personal Details', 'Qualification Details', 'Grade 12 Teaching Experience', 'Marker Experience', 'Upload Documents', and 'Submit Declaration'; and 'Marking Officials must complete the following:' with links for 'Qualification Details', 'Grade 12 Teaching Experience', 'Marker Experience', 'Upload Documents', and 'Submit Declaration'. To the right of the 'Personal Profile' section is a 'Vacancies Applications' section with links for 'Apply for Vacancies' and 'Check Application status'. Below this is an 'Other Links' section with links for 'Change Password' and 'Contact Us'. At the bottom of the page, it shows 'Logged In User: DEMO_USER_1000' and '© 2017 All rights reserved by Western Cape Education Department'. The URL '10.184.104.31:81/Home/Index#' is visible in the bottom left corner.

Section 2: How to Capture or Update Personal Profile Details

The following personal profile details must be captured and kept up to date on the system:

- Personal and Address details
- Qualification details
- Grade 12 teaching experience
- Marker experience
- Upload documents

The screenshot displays the Western Cape Government Education website. The header includes the logo and navigation links: Home, About, Contact Us, Vacancy, and Profile. The main content area is titled 'Home' and features a 'Personal Profile' section. This section is divided into two parts: 'All users must complete the following section:' and 'Marking Officials must complete the following:'. The 'All users' section includes a link for 'Personal Details'. The 'Marking Officials' section includes links for 'Qualification Details', 'Grade 12 Teaching Experience', 'Marker Experience', 'Upload Documents', and 'Submit Declaration'. To the right, there is a 'Vacancies Applications' section with links for 'Apply for Vacancies' and 'Check Application status'. Below this is an 'Other Links' section with links for 'Change Password' and 'Contact Us'. A dropdown menu is open under the 'Profile' header, listing options: 'Update Personal Details', 'Update Qualification Details', 'Grade 12 Teaching Experience Details', 'NSC Marking Experience Details', 'Upload Documents', 'Change Password', and 'Sign Out'. The 'Personal Details' link in the 'All users' section and the 'Update Personal Details' option in the dropdown menu are highlighted with red boxes.

- **Personal Details**

- Click on the “**Personal Details**” hyperlink on the homepage. The update personal details form is displayed. Complete all the required information on the personal details page.

Western Cape Government Home About Contact Us Vacancy Profile Help

Education

SA ID Number: 6000000000000
 Passport Number:
 SA Citizen:
 WCED Employee:
 Title: Mr
 Gender: Male
 Unique Code:
 Marital Status: Single
 Initials: A
 First Name: APPLICANT
 Middle Name:
 Last Name: ONE
 Has Matric:
 Disabled:
 Date of Birth: 10/Aug/1972
 Race: Black
 Work Permit Number:
 Persal Number: 60000000
 SACE Number: 6000000000
 Cell Number: 0610000000
 Tax Number: 6000000000
 Landline Number:
 Work Number:
 Email: APPLICANT1@GMAIL.COM
 Alternate Email:
 Applicant Type: School Employee
 Centre: MONDALE HS.

Save

Note: User must also add address details below.

Address Details				
Address Type	Address Line 1	Address Line 2	City	Postal Code
Postal	PO Box 6000		Cape Town	8000

- **Please note the following:**

- The “**Applicant Type**” field refers to the place of employment. The user may belong to one of the following applicant types): School Employee, District Official or Head Office Official

Applicant Type: School Employee
 --- Select Applicant Type ---
 School Employee
 District Official
 Head Office Official

- Once the **“Applicant Type”** field have been selected a related field will be displayed. Depending on the applicant type chosen the user must indicate the:

- School name (type in the name and select the school from the list)

Centre

DESMOND MPILO TUTU SEC.
SIMOND PRIVAATSKOOL
SIMONDIUM PRIM.

- Education District (select the district from the dropdown list)

Education District

--- Select Education District ---

--- Select Education District ---
Cape Winelands
Eden Central Karoo
Metro Central
Metro East
Metro North
Metro South
Overberg
Test District
West Coast

- Head Office (only one value in the dropdown list)

Head Office

--- Select Head Office ---

--- Select Head Office ---
Head Office Directorate

- Click on the **“Save”** button once all the required information has been captured.
- Errors messages are shown in red, e.g., duplicate ID number.

SA ID Number

SA ID Number already exist.

- A message will be displayed to inform the user that the personal details have been saved.

Personal Details updated successfully! x

- **Address Details**

- Address details are captured separately from the personal details. Click on the **“Add”** button. The Add New Address from will be displayed.

Note: User must also add address details below.

Address Details				
Address Type	Address Line 1	Address Line 2	City	Postal Code
Postal	PO Box 1000		Claremont	7500

+
✎
✖

- Capture the relevant postal and physical addresses.
- Click on the **“Add”** button to save the changes or click on **“Cancel”** to cancel the addition. The address details are saved when the **“Add”** button is pressed.

The screenshot shows a modal window titled "Add New Address". It contains the following fields:

- Address Type:** A dropdown menu with "Postal" selected.
- Address Line 1:** A text input field containing "PO Box 1000".
- Address Line 2:** An empty text input field.
- City:** A text input field containing "Claremont".
- Postal Code:** A text input field containing "7500", which is highlighted in yellow.

 At the bottom right, there are two buttons: "Cancel" and "Add".

- **Qualifications**

- Click on the **“Qualification Details”** hyperlink on the homepage. The qualification details form is displayed.
- Click on the **“Add”** to add a new qualification record.

The screenshot shows a page titled "User Qualifications". On the left side, there is a blue square button with a white plus sign, which is circled in red. Below this button is a table with a blue header row labeled "Qualification Details". The table has the following columns: "Qualification Type", "Qualification Name", "Institute", "Year Obtained", "Major Subjects", "Details", "Edit", and "Delete". The table body is empty, and the text "No Record Found" is displayed at the bottom of the table.

- Capture the qualification details and click on the **“Submit”** button to save the changes.

The screenshot shows the "Add Qualification" form on the Western Cape Government Education website. The form includes the following fields:


- Qualification Type:** A dropdown menu that is open, showing a list of options: National Diploma, Bachelors Degree, Honours, Masters, Doctorate, Postgraduate Certificate in Education, Advanced Certificate in Education, Higher Education Diploma, Other Diploma in Education (Specify), and Other Relevant Qualification (Specify).
- Qualification Name:** An empty text input field.
- Institute:** An empty text input field.
- Year Obtained:** A dropdown menu with "--- Select Year ---" selected.
- Major Subjects:** An empty text input field.

 At the bottom of the form, there is a "Submit" button circled in red. A "Back to List" link is located at the bottom left of the form.

- The new qualification details are added to the qualification details list.
- The following actions are also possible:
 - To view the qualification record click on the “**Details**” button
 - To edit the qualification record click on the “**Edit**” button
 - To delete the qualification record click on the “**Delete**” button


User Qualifications



Qualification Details							
Qualification Type	Qualification Name	Institute	Year Obtained	Major Subjects	Details	Edit	Delete
Bachelors Degree	BEd	UCT	1995	Mathematics			

- **Grade 12 Teaching Experience**
- Click on the “**Grade 12 Teaching Experience**” hyperlink on the homepage. The Grade 12 teaching experience form is displayed.
- Click on the “**Add**” to add a new teaching experience record.

Grade 12 Teaching Experience



Grade 12 Teaching Experience Details						
Paper Name	Year	Centre Name	Students Taught	Centre Pass Rate(%)	Edit	Delete

- Capture the details for the new grade 12 teaching experience record. (See screenshot below).

Add Grade 12 Teaching Experience

Paper Name

Year

Centre Name

Total Students Taught

Centre Pass Rate (%)

[Back to List](#)

--- Select Paper ---

- ABRSM Practical Music: Grade 7 - Paper 1
- ABRSM Practical Music: Grade 7 - Practical
- ABRSM Practical Music: Grade 8 - Paper 1
- ABRSM Practical Music: Grade 8 - Practical
- Accounting - Paper 1
- Afrikaans First Additional Language - Paper 1
- Afrikaans First Additional Language - Paper 2
- Afrikaans First Additional Language - Paper 3

--- Select Year ---

- 2016
- 2015
- 2014
- 2013
- 2012

The Centre Name field is required. Select Centre from the list if it is in Western Cape otherwise type full Centre Name.

- **IMPORTANT:** The “Centre Pass Rate (%)” default value is set to **0.00** if the “Year” is the current year. This is because no NSC result for the current year will be available. See screenshot below (e.g., current year is 2018).

Add Grade 12 Teaching Experience

Paper Name: Accounting - Paper 1

Year: 2018

Centre Name:
 Select Centre from the list if it is in Western Cape otherwise type full Centre Name.


Total Students Taught:





Centre Pass Rate (%): 0.00

Submit

- Click on the “Submit” button to save the record.
- The new records are added to the Grade 12 Teaching Experience Details list.


Grade 12 Teaching Experience



Grade 12 Teaching Experience Details						
Paper Name	Year	Centre Name	Students Taught	Centre Pass Rate(%)	Edit	Delete
Mathematics - Paper 1	2015	MONDALE HS.	45	95.00		
Mathematics - Paper 1	2014	MONDALE HS.	50	90.00		

- **Marker Experience**
- Click on the “Marker Experience” hyperlink on the homepage. The marker experience form is displayed.
- Click on the “Add” to add a new marker experience record.

Marker Experience (NSC Exams Only)



NSC Marker Experience Details					
Province Name	Paper Name	Position	Exam Date	Edit	Delete

- Capture the details for the new marker experience record. (See screenshot below). *See the “How to capture the marker experience date” on the next page if you have any problems.*
- Click on the “Submit” button to save the record.

Western Cape Government Education

Home About Contact Us

Add Marker Experience (NSC Exams Only)

Province Name: --- Select Province ---

Paper Name: --- Select Paper ---

Position: --- Select Position ---

Exam Date: Apr/2017

Submit

Back to List

--- Select Province ---

- Eastern Cape
- Free State
- KwaZulu-Natal
- Limpopo
- Mpumalanga
- Northern Cape
- North West
- Western Cape
- Gauteng

--- Select Paper ---

- ABRSM Practical Music Grade 7 - Paper 1
- ABRSM Practical Music Grade 7 - Practical
- ABRSM Practical Music Grade 8 - Paper 1
- ABRSM Practical Music Grade 8 - Practical
- Accounting - Paper 1
- Afrikaans First Additional Language - Paper 1
- Afrikaans First Additional Language - Paper 2
- Afrikaans First Additional Language - Paper 3

--- Select Position ---

- Chief Marker
- Deputy Chief Marker
- Internal Moderator
- Senior Marker
- Marker

How to select the marker experience date:

- Select the month
- Select the year
- Click on the **“Done”** button
- The exam date will now display in the **“Exam Date”** field

Exam Date

Exam Date

Nov 2017

Done

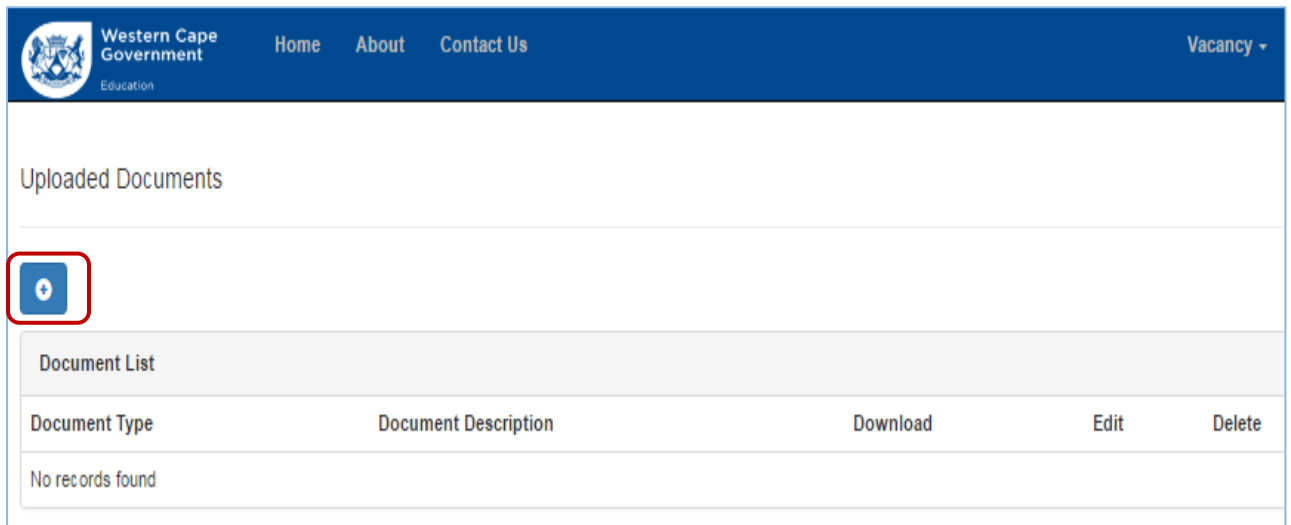
- The new records are added to the NSC Marker Experience Details list.

Marker Experience (NSC Exams Only)

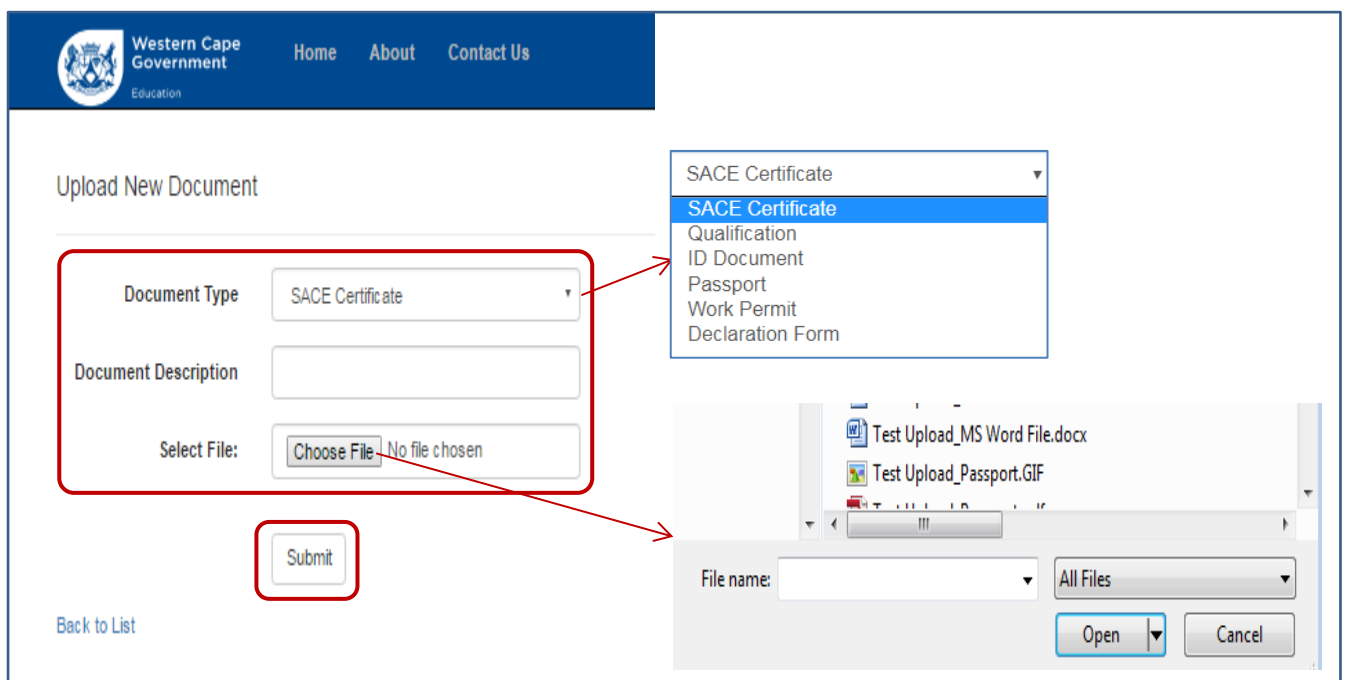
+

NSC Marker Experience Details					
Province Name	Paper Name	Position	Exam Date	Edit	Delete
Western Cape	Mathematics - Paper 1	Marker	Nov/2013		

- **Upload Documents**
- Click on the **“Upload Documents”** hyperlink on the homepage. The upload documents form is displayed.
- Click on the **“Add”** button to upload a new document.



- Upload the new document. See screenshot below.
 - Choose the correct document type from the **“Document Type”** dropdown list
 - Name the document appropriately in the **“Document Description”** field
 - Select the file to upload from the **“Select File”** and **“Choose File”** option
 - Click on the **“Submit”** button to finalise the file upload



- The new records are added to the uploaded files document list.

Document List				
Document Type	Document Description	Download	Edit	Delete
ID Document	ID Document	Test Upload_ID Document.pdf		
Qualification	BEd	Test Upload_Degree.pdf		

Section 3: Submit Declaration

IMPOTANT: The submission of the declaration consists of two steps:

1. Uploading the completed and signed declaration page
2. The electronic acknowledgement of the declaration

Both of these steps are required in order to be able to apply for a vacancy.

- **Step 1: Uploading the declaration from**
- See the **“Upload Documentation”** section in the previous section and select the **“Declaration Form”** from the **“Document Type”** dropdown menu.
- **Step 2: Electronic declaration submission**
- Select the **“Submit Declaration”** option from the **“Vacancy”** menu bar option or click on the **“Submit Declaration”** hyperlink on the home page.

The screenshot shows the Western Cape Government Education website. The top navigation bar includes 'Home', 'About', 'Contact Us', 'Vacancy', and 'Profile'. A dropdown menu for 'Vacancy' is open, showing 'View & Apply for Vacancies', 'Submit Declaration', and 'Applications Status'. The 'Submit Declaration' option is highlighted with a red box. Below the navigation bar, the 'Home' page is displayed. On the left, under 'Personal Profile', there is a section for 'All users must complete the following section:' with a list of links: 'Personal Details', 'Qualification Details', 'Grade 12 Teaching Experience', 'Marker Experience', 'Upload Documents', and 'Submit Declaration'. The 'Submit Declaration' link is highlighted with a red box. On the right, under 'Vacancies Applications', there is a list of links: 'Apply for Vacancies', 'Check Application status', and 'Other Links: Change Password, Contact Us'.

- The declaration page for the relevant examination year is displayed.
- Click on the **“Terms and Conditions”** tick box to accept the declaration terms
- Click on the **“Submit”** button to save the declaration

Declaration : 2016-2017

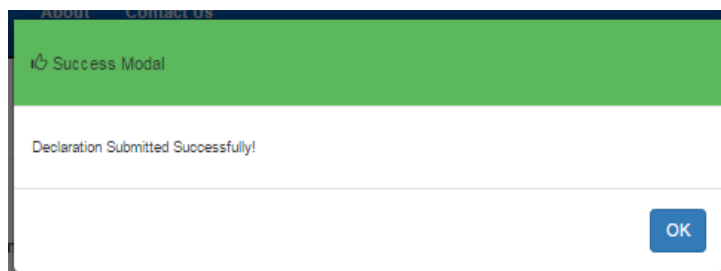
Head: Education
Attention: Mr M Cameron
Directorate: Examinations Administration
Western Cape Education Department
4th Floor, Grand Central Towers
Lower Parliament Street
Cape Town, 8001

- I certify that the my information in system is correct and accurate. Should there be any errors or false declarations, the applications will be disqualified.
- I am currently teaching/appointed as Curriculum Adviser or Senior Curriculum Planner and have taught/facilitated the subject applied for at Grade 12 level during the past two years of the five-year cycle on a full-time basis.
- I acknowledge that the WCED will terminate my appointment contract for marking in the event that I am on leave during the period leading to marking and inclusive thereof and if my absence from work is more than 50 working days in the 2016-2017 academic year.
- I have/do not have a relative (i.e. son, daughter, sister or brother) who is writing 2016-2017 year NSC examination in the subject I am applying for.
- I have/do not have a candidate living with me who is writing 2016-2017 year NSC examination in the subject I have been appointed for.
- I am competent to mark in English only / Afrikaans only / English and Afrikaans. (delete which is not applicable) (NB: Not applicable to African language papers)
- I have uploaded certified copies of the following documents to the application: Identity Document, statement of academic record/transcript.
- I understand that my appointment, conditions of service and remuneration will be according to the applicable legislation, rules and regulations.
- I will inform The Marking Processes Unit of any change in status (promotion, change of address, telephone, fax, etc), immediately.
- I will abide by all conditions stipulated in Assessment Management Minute this year.

 Terms and Conditions

Submit

- One of the following will happen:
 - If the declaration for the current year was not submitted yet a message box will be shown to confirm that the declaration submission was successful. Click on the “OK” button to accept the message.



- If the declaration was already submitted a message will be shown to inform the user that the declaration was already submitted.

Declaration : 2016-2017

- User has already submitted declaration for current cycle.