



Western Cape  
Government  
Education

# USER MANUAL

**System:**

**WCED Online Markers System**

**Lesson:**

**Verification of Applications**

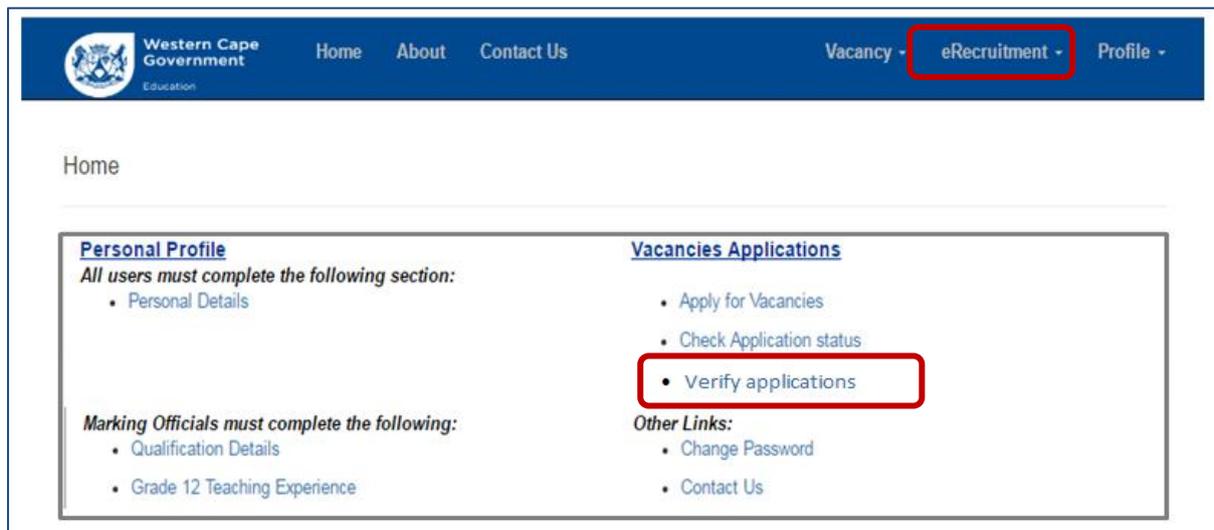
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## Section 1: Home Page

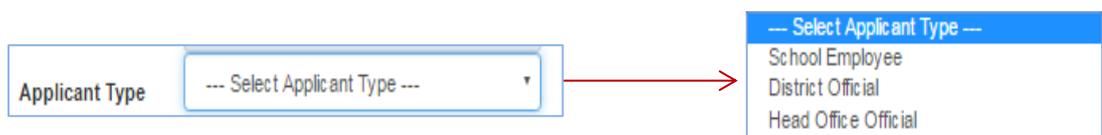
### Pre-requisites:

- Verifiers have been granted access for the Principal/District Director/Head Office Director role
- Principal/District Director/Head Office Director is registered on the system
- The “eRecruitment” menu option and the “Verify applications” hyperlink will be available in addition to the default menu bar options:



## Section 2: Personal Profile – Choose Applicant Type

- Complete the “Personal Details” section of the personal profile section only. Only educators who want to apply for markers need to complete the rest of the sections.
- Select the correct applicant type from the “Applicant Type” dropdown menu.

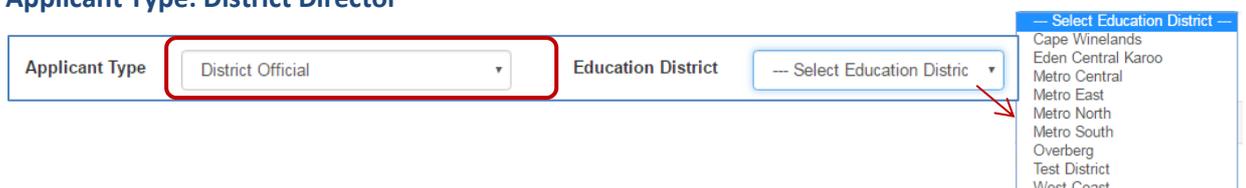


- Select the appropriate options depending on the applicant type role:

- **Applicant Type: Principal**



- **Applicant Type: District Director**



- **Applicant Type: Head Office Director**

Applicant Type: Head Office Official      Head Office: Head Office Directorate

### Section 3: Verify Applications

Role	Access Rights
<b>Principals</b>	Can only verify the applications for educators from their respective centres
<b>District Directors</b>	Can only verify applications for educators from their district
<b>Head Office Director</b>	Can only verify the applications for head office officials

- Click on **“Verify Applications”** from the **“eRecruitment”** menu option or click on the **“Verify Applications”** from the hyperlink on the home page to go to the list of applications

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Verify Applications

Home

**Personal Profile**  
All users must complete the following section:

- Personal Details

**Marking Officials must complete the following:**

- Qualification Details
- Grade 12 Teaching Experience

**Vacancies Applications**

- Apply for Vacancies
- Check Application status
- **Verify applications**

**Other Links:**

- Change Password
- Contact Us

- **View List of Applicants**
- The list of **“Applications for Approval”** will be shown. See below.

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-- All Papers --    -- All Positions --    -- All Types --    Search    ↻

**Applications for Approval** Total Records : 8

First Name	Last Name	Subject	Paper	Position	Applicant Type	Date Applied	Contract Period	Status	Details	Verify
DemoUser	Blogg	Mathematics	Paper 1	Senior Marker	School Employee	03/Apr/2017	2015-2017	Pending for Verification	☰	✓

- The default list is shown when the applications for approval list are displayed.
  - The default applicant status is **“Pending for Verification”**.
  - Apply search criteria by selecting the appropriate options from the **“Paper”**, **“Position”** or **“Applicant Type”** dropdown lists.
  - Click on the refresh button to remove the search criteria and display the default list.
- Check that the applicant type for applications correspond with the logged in user role.
  - Principals must see only **“School Employee”** applicants
  - District Directors must only see **“District Official”** applicants
  - Head Office Director must only see **“Head Office Officials”** applicants
- **View Applicant Details**
- Click on **“Details”** button for a selected application to view the applicant details. Only the summary information is displayed.

Application Details	
<b>First Name</b>	DemoUser
<b>Last Name</b>	Blogg
<b>ID Number</b>	7102025250079
<b>Passport Number</b>	
<b>Persal Number</b>	88776655
<b>Subject Name</b>	Mathematics
<b>Paper Name</b>	Paper 1
<b>Position</b>	Senior Marker
<b>Applicant Type</b>	School Employee
<b>Contract Period</b>	2015-2017
<b>Status</b>	Pending for Verification
<b>Date Applied</b>	4/3/2017 5:04:38 PM

- **Verify Application**
- Click on the **“Verify”** button to verify the application details for a selected application. The page shows the electronic application form submitted by the applicant for the following sections (See example of the verification form on the following page.):
  - Vacancy details
  - Personal details
  - Address details
  - Qualification details
  - Grade 12 teaching experience details
  - Marking experience
  - Documents submitted

- Once the form has been inspected choose one of the following options:

Verification Option	Description
Verify	<ul style="list-style-type: none"><li>• Same as signing a form</li></ul>
Verify With Comment	<ul style="list-style-type: none"><li>• Same as adding a comment on a form without signing.</li><li>• Comment box activated if this option chosen</li></ul>

- Click on the “**Submit**” button to finalise the verification.

Select Action: Verify Verify Verify With Comment

If Verify With Comment – comment box shown

Comment

Back Submit

Vacancy Details

Vacancy Name	DUMMY MATHS VACANCY	Subject Name	Mathematics
Paper Name	Paper 1	Position Applied	Senior Marker
Vacancy End Date	3/31/2019 12:00:00 AM	Contract Period	2015-2017
Test Required	<input checked="" type="checkbox"/>	Competency Mark (%)	0.00 (Top in last 5 years)
Status	Pending for Verification		

Applicant Details & Preferences

Title	Mr	Initials	D
First Name	DemoUser	Middle Name	
Last Name	Blogg	SA ID Number	7102025250079
Persal Number	88776655	SACE Number	1001001000
Passport Number		Tax Number	1001001000
Landline Number		Work Number	
Cell Number	0601112222	Applicant Position	Educator
Email	lclaassen123@yahoo.com	Alternate Email	
Applicant Type	School Employee	Applicant Location	MONDALE HS.
Date Applied	4/3/2017 5:04:38 PM	Hostel Needed	<input type="checkbox"/>
Standard Meal (All Halaal)	<input checked="" type="checkbox"/>	Halaal Meal	<input type="checkbox"/>
Vegetarian Meal	<input type="checkbox"/>	Dietary Preference Meal	<input type="checkbox"/>

Address Details

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

User Qualification Details

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

Grade 12 Teaching Experience Details (Last 5 Years)

Paper Name	Year	Centre Name	Students Taught	Centre Pass Rate(%)
Mathematics - Paper 1	2015	MONDALE HS.	45	95.00
Mathematics - Paper 1	2014	MONDALE HS.	50	90.00

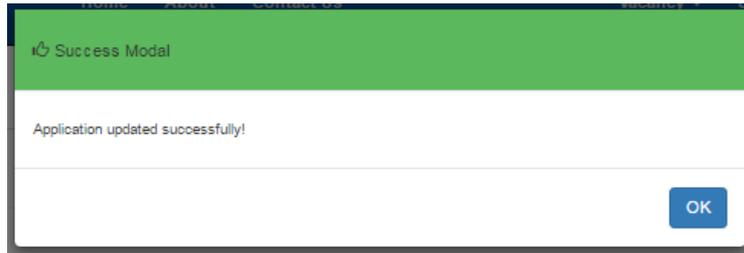
National Senior Certificate Marker Experience (Last 5 Years)

Province Name	Paper Name	Position	Exam Date
Western Cape	Mathematics - Paper 1	Marker	Nov/2013

Uploaded Documents

Document Type	Document Description	Download
ID Document	ID Document	<a href="#">Test Upload_ID Document.pdf</a>
Qualification	BEd	<a href="#">Test Upload_Degree.pdf</a>
SACE Certificate	SACE Certificate	<a href="#">Test Upload_SACE Certificate.JPG</a>

- Click on “OK” button on the message pop-up screen to finalise the verification process



- The status for the selected application is changed to “Waiting for Recommendation”

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-- All Papers -- -- All Positions -- -- All Types -- Search Refresh

**Applications for Approval** Total Records : 8

First Name	Last Name	Subject	Paper	Position	Applicant Type	Date Applied	Contract Period	Status	Details	Verify
DemoUser	Blogg	Mathematics	Paper 1	Senior Marker	School Employee	03/Apr/2017	2015-2017	Waiting for Recommendation	☰	✔

- User proceed to verify other applications or log out of the system