

## USER MANUAL

How to apply on the MOMS system

## MPUMALANGA ONLINE MARKER SYSTEM

# Welcome

*Thank you for taking the time to read through this User Manual. We hope this manual will assist you with using the Mpumalanga Online Marker System!*

*We have taken great care to ensure the Mpumalanga Online Marker System (MOMS) is as intuitive and user friendly as possible. We are providing this manual to assist you with registering and applying online for marker vacancies.*

*We are continually improving our system and therefore, from time to time, there might be small differences between what you see in this user manual and the Mpumalanga Online Marker System (MOMS). We apologise for this inconvenience.*

*We wish you great success with your application.*

*Sincerely*

*The MOMS Support Team.*

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# Introduction

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The Mpumalanga Online Marker System is a system that will allow candidates to register and apply online for marker vacancies.

Once Markers have been successful with their applications, 'appointed' markers will be notified via email and/or SMS.

In addition to the system, it has a functionality that will allow Principals, Circuits and District Officials to recommend and comment on the applications.

The Mpumalanga Online Marker System is designed with many objectives in mind, one of which is to make it easier for candidates to apply for marker vacancies online. The MOMS system will make it easy to update your resume and apply for the vacancy. Once applied, you will not be able to apply again for the same exam period.

Our aim is to design and develop an intuitive, easy-to-use system. We believe the system will remove uncertainties and frustrations normally experienced during the application and appointing process.

This manual focuses on the online marker application process. Its purpose is to instruct, guide and support the end-user on how to register, update their resume, and apply for marker vacancies online using the MOMS system.

## Module 1 – How to find MOMS

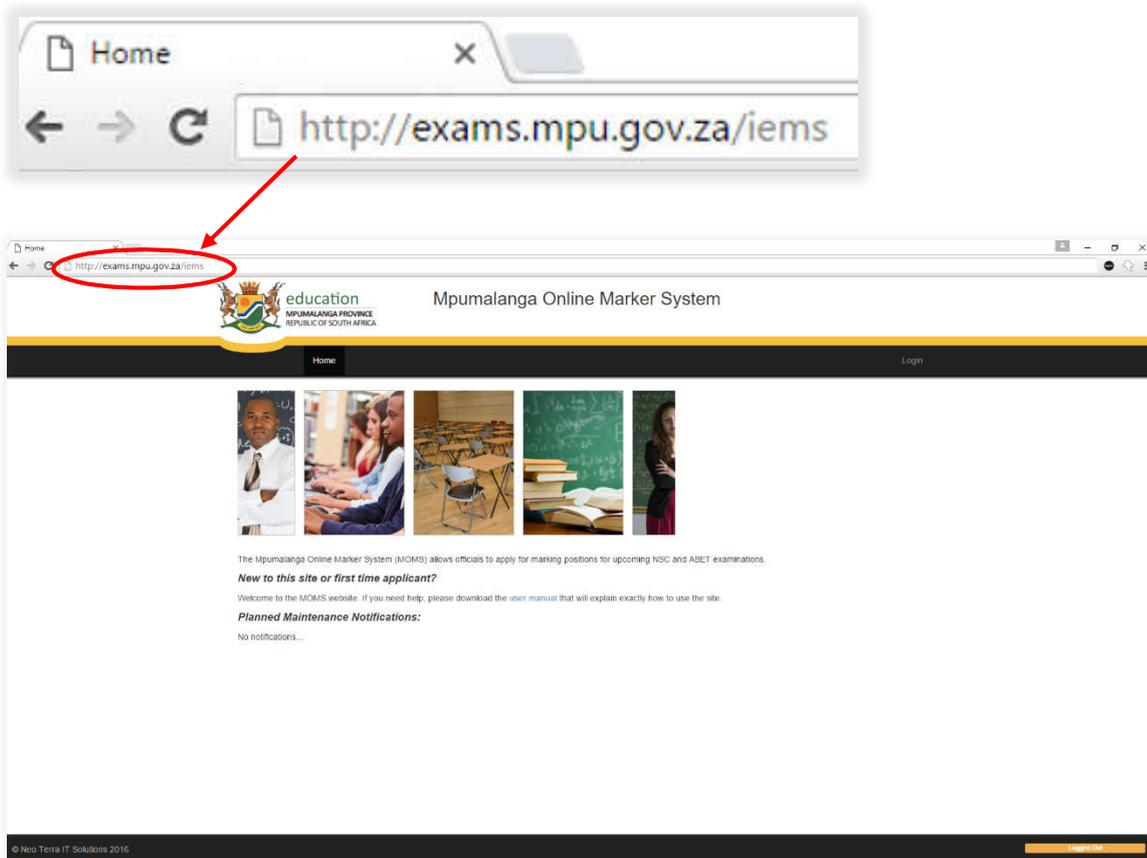
### Lesson 1 – Welcome to MOMS

To access MOMS, you need a standard web browser and access to the Internet. MOMS' works well on most web browsers, but we recommend that you use either Internet Explorer, Google Chrome or Mozilla Firefox.

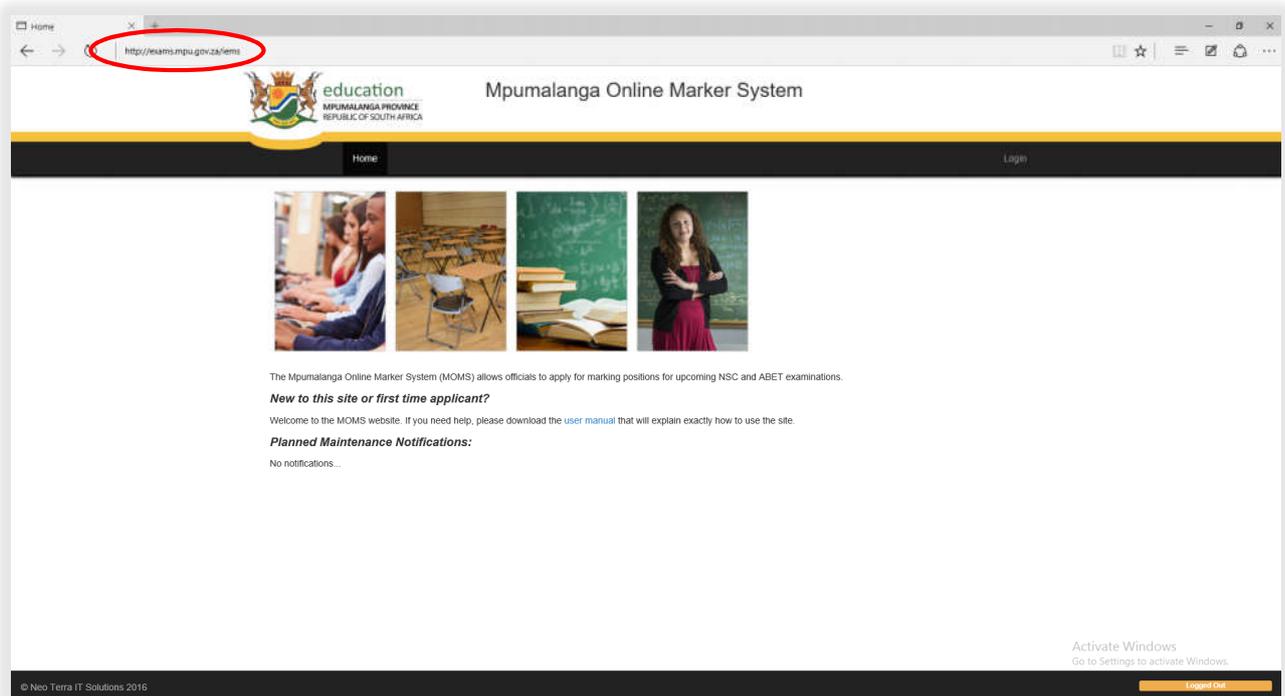
To access the site, please enter the following URL into your web browser address bar.

<http://exams.mpu.gov.za/iems>

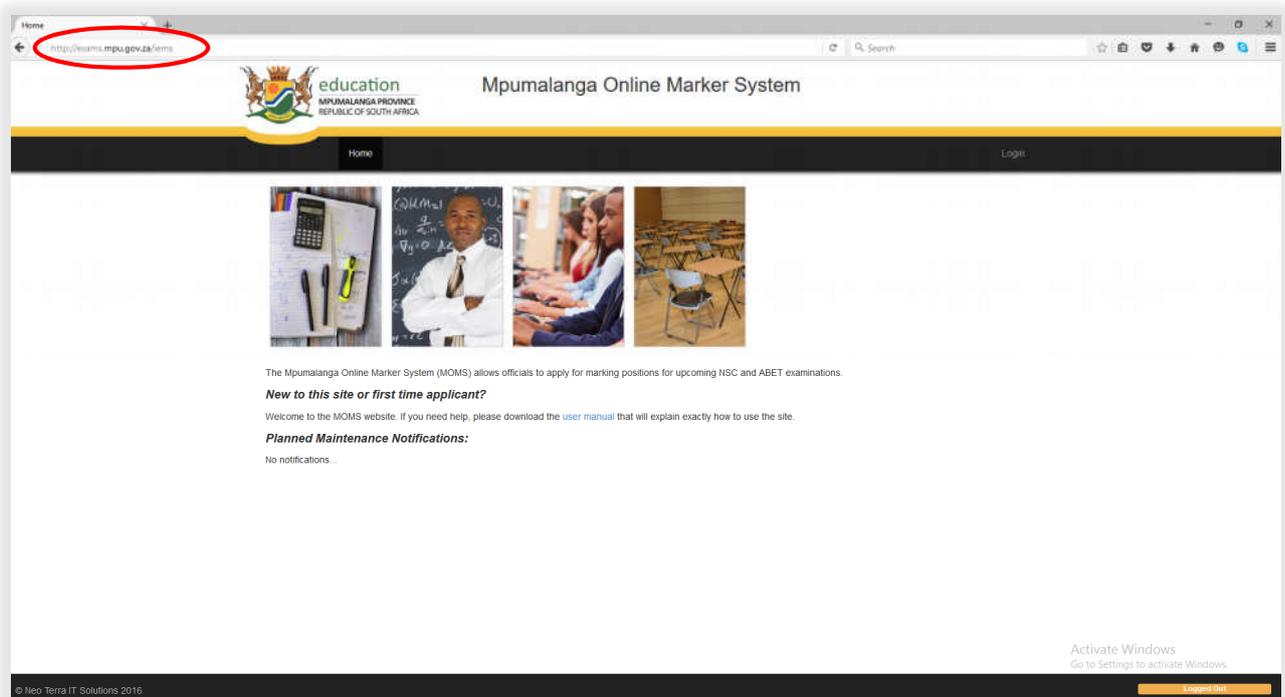
For example:



## Using Internet Explorer

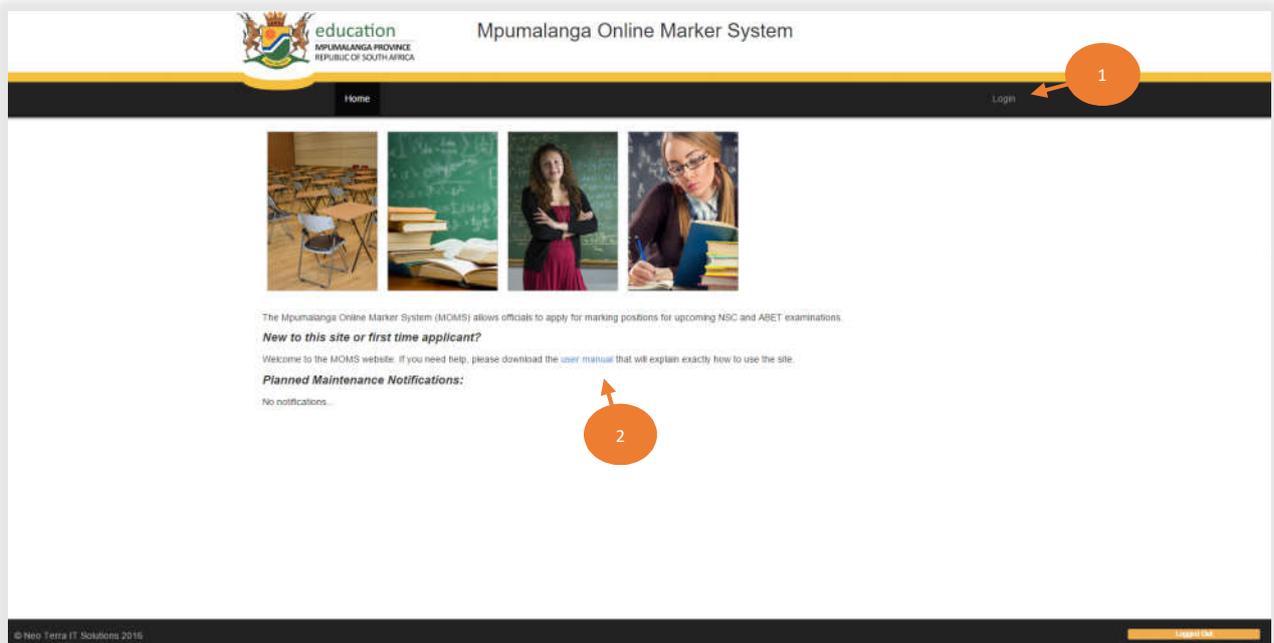


## Using Mozilla Firefox



## Lesson 2 – Basic Navigation

Let's have a look at some of the navigation points on the site.



1 Click here to Login or Register into the system.

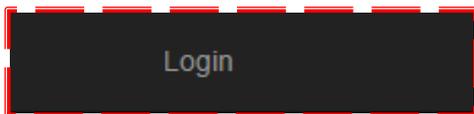
2 Click here to download the “MOMS User Manual”.

## Module 2 – Registration

### Lesson 1 – Registering a Marker

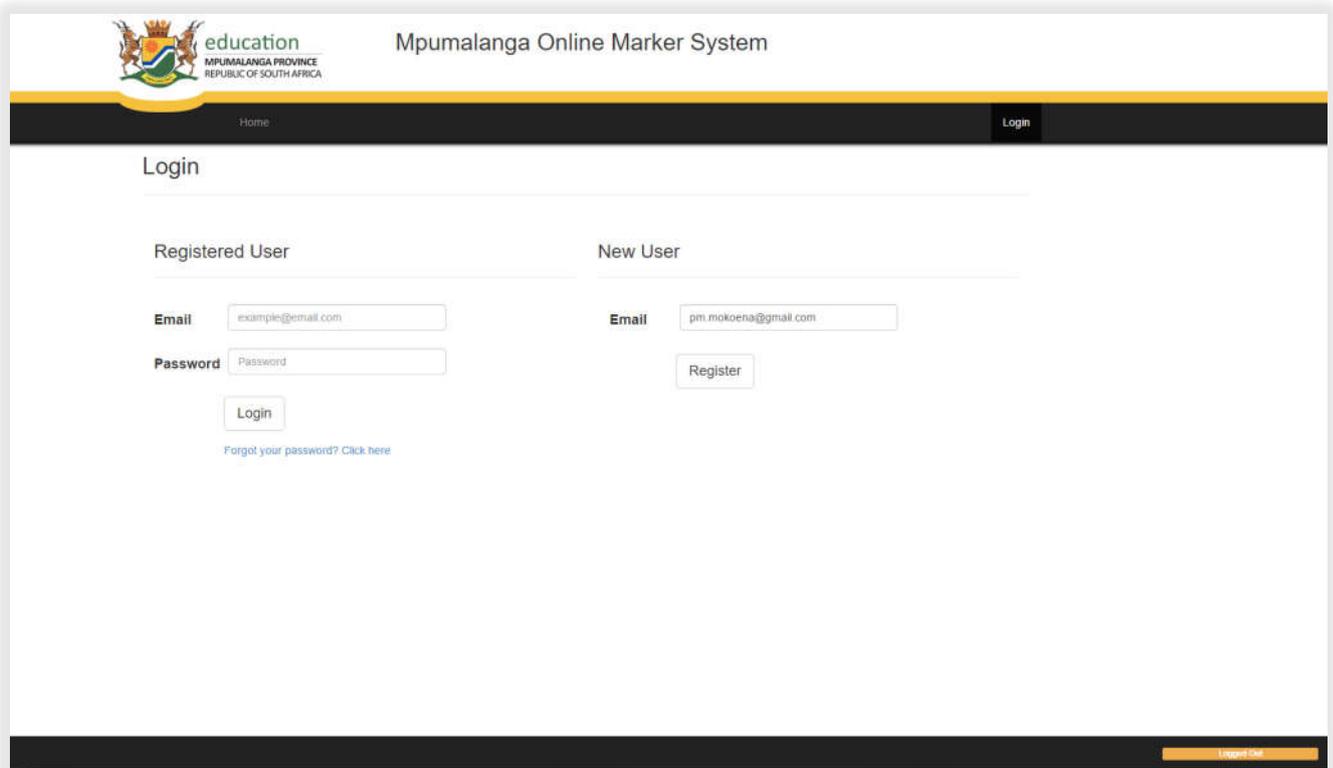
Before you can continue you have to register on the website.

To register, click on the “Login” at the top-right area of the main page.



This screen will appear, on the page:

Under “New User, enter your email address and click “Register”.



The Registration Page will appear. Please provide the required details and click on “Register” at the bottom of the page to continue.

For Example:

### Register as Marker

|                             |   |   |
|-----------------------------|---|---|
| <b>Exam</b>                 | <input type="button" value="NSC"/> <input type="button" value="ABET"/>  | <p><b>Note:</b> It is important to choose the exam type.</p> <p>Please choose whether you will apply for an NSC or ABET exam.</p> <p>It is also important to have all the fields on this page filled in with correct details.</p> |
| <b>Title</b>                | <input type="button" value="Mr."/> <input type="button" value="Mrs."/> <input type="button" value="Ms."/>   |   |
| <b>Initials</b>             | <input type="text" value="PM"/>   |   |
| <b>Surname</b>              | <input type="text" value="Mokoena"/>  |   |
| <b>ID / Passport Number</b> | <input type="text" value="6805150252088"/>  |   |
| <b>Persal Number</b>        | <input type="text" value="6924538"/>  |   |
| <b>Gender</b>               | <input type="button" value="Male"/> <input type="button" value="Female"/>   |   |
| <b>Race</b>                 | <input type="button" value="Black"/> <input type="button" value="White"/> <input type="button" value="Coloured"/> <input type="button" value="Indian"/> |   |
| <b>Cellphone Number</b>     | <input type="text" value="0729283873"/>   |   |
| <b>Email</b>                | <input type="text" value="pm.mokoena@gmail.com"/>   |   |
| <b>Password</b>             | <input type="password" value="....."/>  |   |
| <b>Confirm Password</b>     | <input type="password" value="....."/>  |   |

If it happens that you are registered on the system or some of the details entered on the register form exist on the system, there will be a pop-up message.

The message will notify you that there is a profile(s), found with the same details you have entered.

The pop-up will give you a list of profiles, and you will have to choose your profile (if it is listed) or else choose to register a new account.

Example of pop-up message:

If your profile is not one of the listed profiles, click on “None of the above, I want to register a new account”.

Then Click “Register”, which will take you to the login screen (page).

We have found existing profiles matching some of the information you've entered. If you would like to use one of these existing profiles please select it and click on register. X

|                                  | Surname  | Persal | Mobile Number | Email                | ID / Passport Number |
|----------------------------------|--|--------|---------------|----------------------|----------------------|
| <input type="radio"/>            | Mkhonza  |        | 072****873    | *                    | 9307****0288         |
| <input type="radio"/>            | Kgatla   | 1**86  | 072****873    | *                    | 9002****0887         |
| <input type="radio"/>            | Mashinini  |        | 072****873    | *                    | 9502****0888         |
| <input type="radio"/>            | Myeni  | 1**45  | 072****873    | per****001@gmail.com | 9203****2088         |
| <input type="radio"/>            | Mkhonza  |        | 072****873    | *                    | 9603****2088         |
| <input checked="" type="radio"/> | <b>None of the above, I want to register a new account</b> |        |               |                      |                      |

[Register](#)

However, should your profile be listed, click on the profile that matches your details.

Then Click “Register”.

We have found existing profiles matching some of the information you've entered. If you would like to use one of these existing profiles please select it and click on register. X

|                                  | Surname  | Persal | Mobile Number | Email                | ID / Passport Number |
|----------------------------------|--|--------|---------------|----------------------|----------------------|
| <input type="radio"/>            | Mkhonza  |        | 072****873    | *                    | 9307****0288         |
| <input type="radio"/>            | Kgatla   | 1**86  | 072****873    | *                    | 9002****0887         |
| <input type="radio"/>            | Mashinini  |        | 072****873    | *                    | 9502****0888         |
| <input checked="" type="radio"/> | Myeni  | 1**45  | 072****873    | per****001@gmail.com | 9203****2088         |
| <input type="radio"/>            | Mkhonza  |        | 072****873    | *                    | 9603****2088         |
| <input type="radio"/>            | <b>None of the above, I want to register a new account</b> |        |               |                      |                      |

[Register](#)

Next process will be the OTP (One Time Pin). This process will verify that the profile you have chosen, is indeed yours.

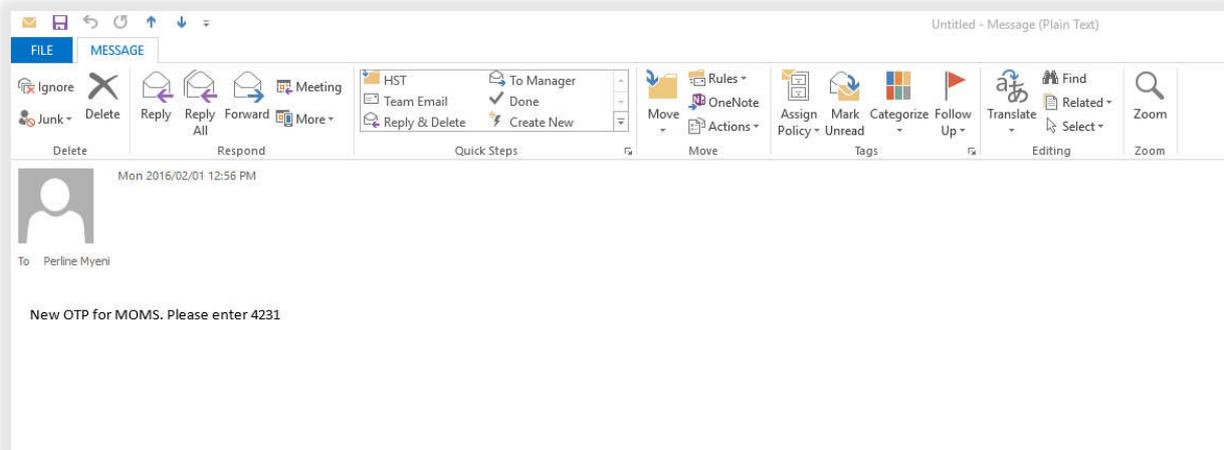
The next step is choosing how you would like to receive the OTP (One Time Pin).

Please select how you would like to receive a One Time Pin (OTP) to verify your account

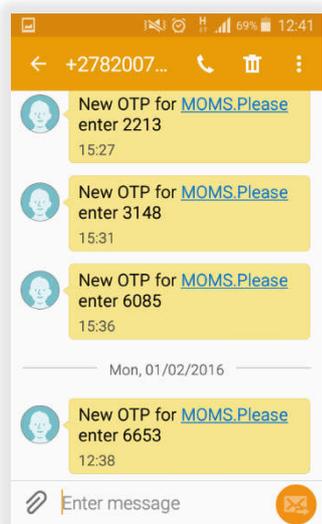
|        |                      |                       |
|--------|----------------------|-----------------------|
| Email  | per****001@gmail.com | <input type="radio"/> |
| Mobile | 072****873           | <input type="radio"/> |

Send OTP

OTP (One Time Pin) sent to email address looks like this:



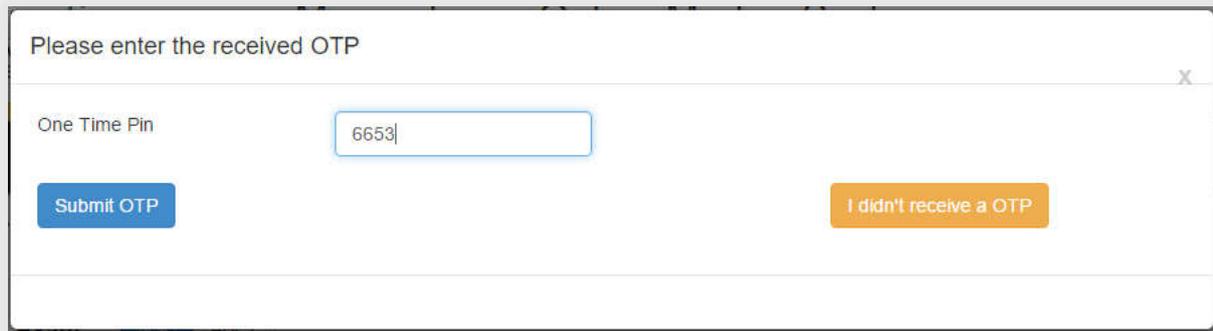
OTP (One Time Pin) sent to mobile number looks like this:



Enter the OTP sent to you.

If you haven't received the OTP (One Time Pin), click "I didn't receive an OTP". This will send a new OTP to your email address/mobile number.

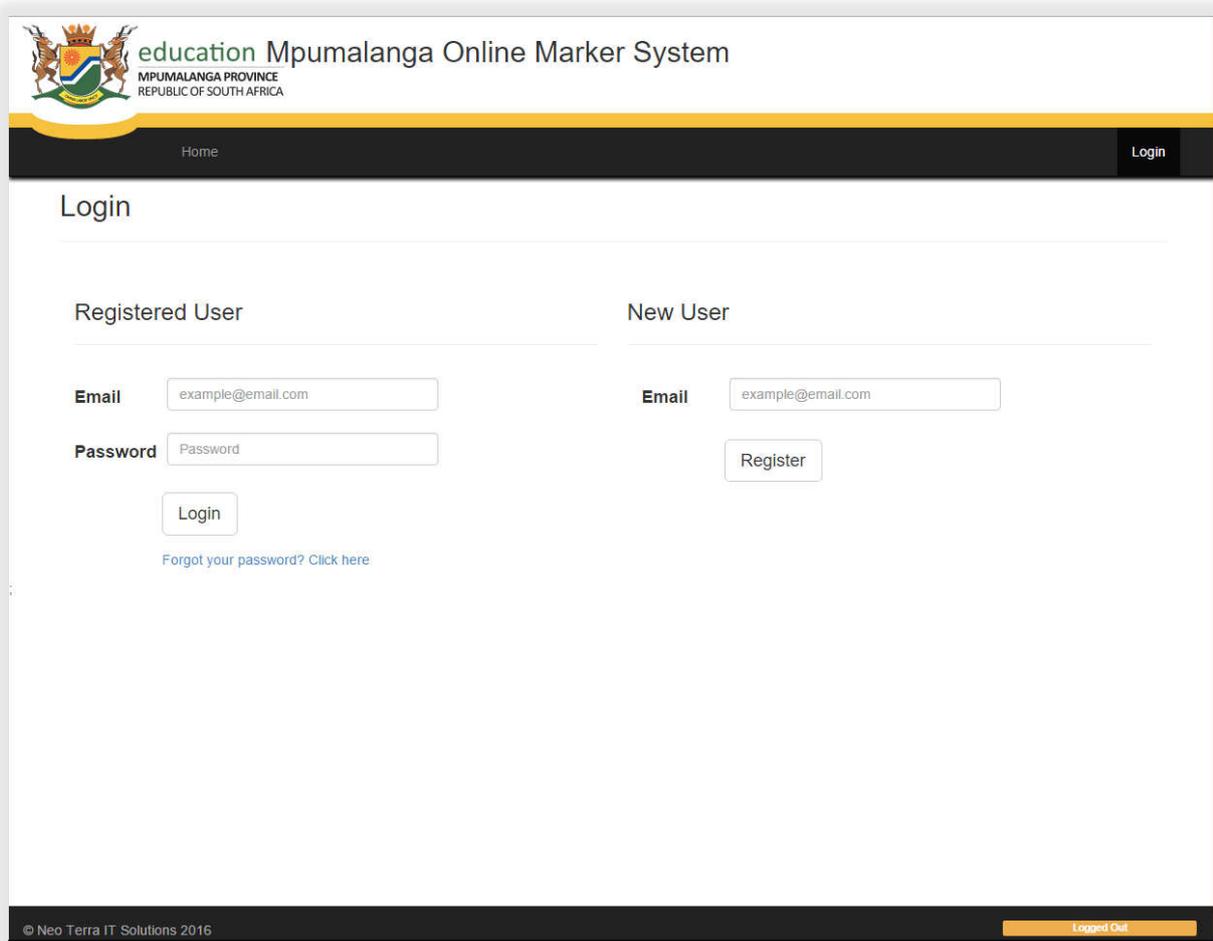
Then Click “Submit OTP”, which will take you to the login screen (page).



Please enter the received OTP

One Time Pin

Example of Login screen, which is discussed in the next lesson.



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Home Login

## Login

**Registered User**

**Email**

**Password**

[Forgot your password? Click here](#)

**New User**

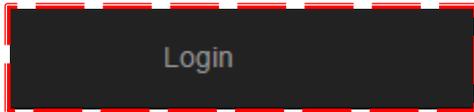
**Email**

© Neo Terra IT Solutions 2016 Logged Out

## Lesson 3 – Log In

You will only have to register once. Next time you use MOMS you can log in using your existing email and password.

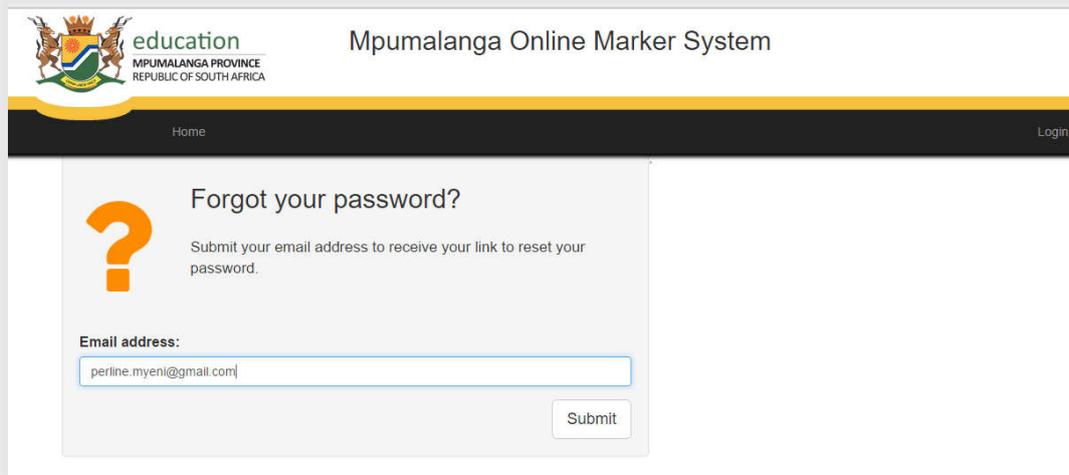
Click on “Login” found in the top-right area of the main page.



This screen will appear:

Under the Registered User, enter your email and password and then click “Login”

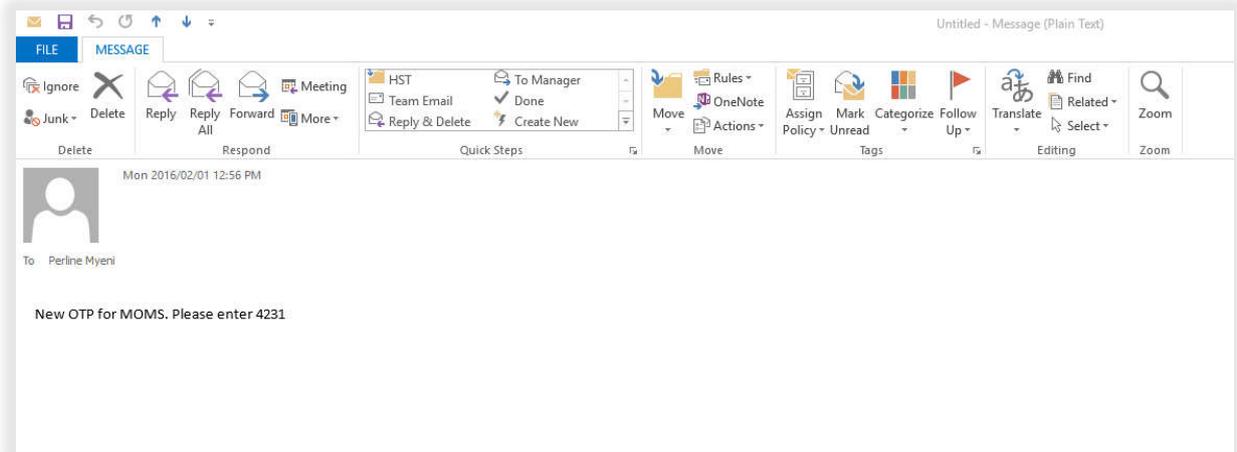
If you have forgotten your password, you can use the “Forgot your password? Click here” feature.



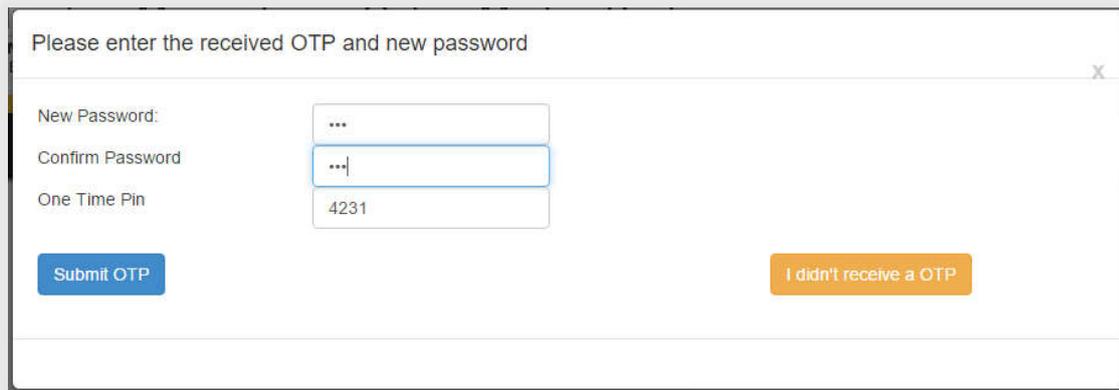
This will email you an OTP (One Time Pin), and the following screen will appear:



Email with OTP:



Fill in the details and Click “Submit”. Your password will be changed (It has been reset).



Please enter the received OTP and new password

New Password:

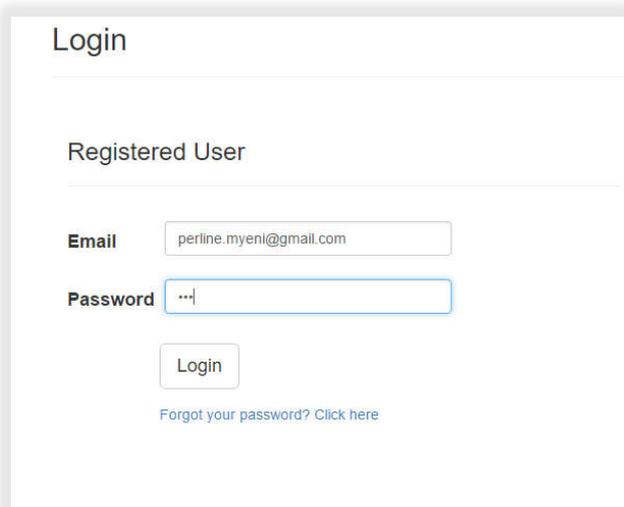
Confirm Password:

One Time Pin:

If you haven't received the OTP (One Time Pin), click "I didn't receive a OTP". This will send a new OTP to your email address.

After resetting the password, the login screen will be the next step.

Note: You login with your email address and password.



Login

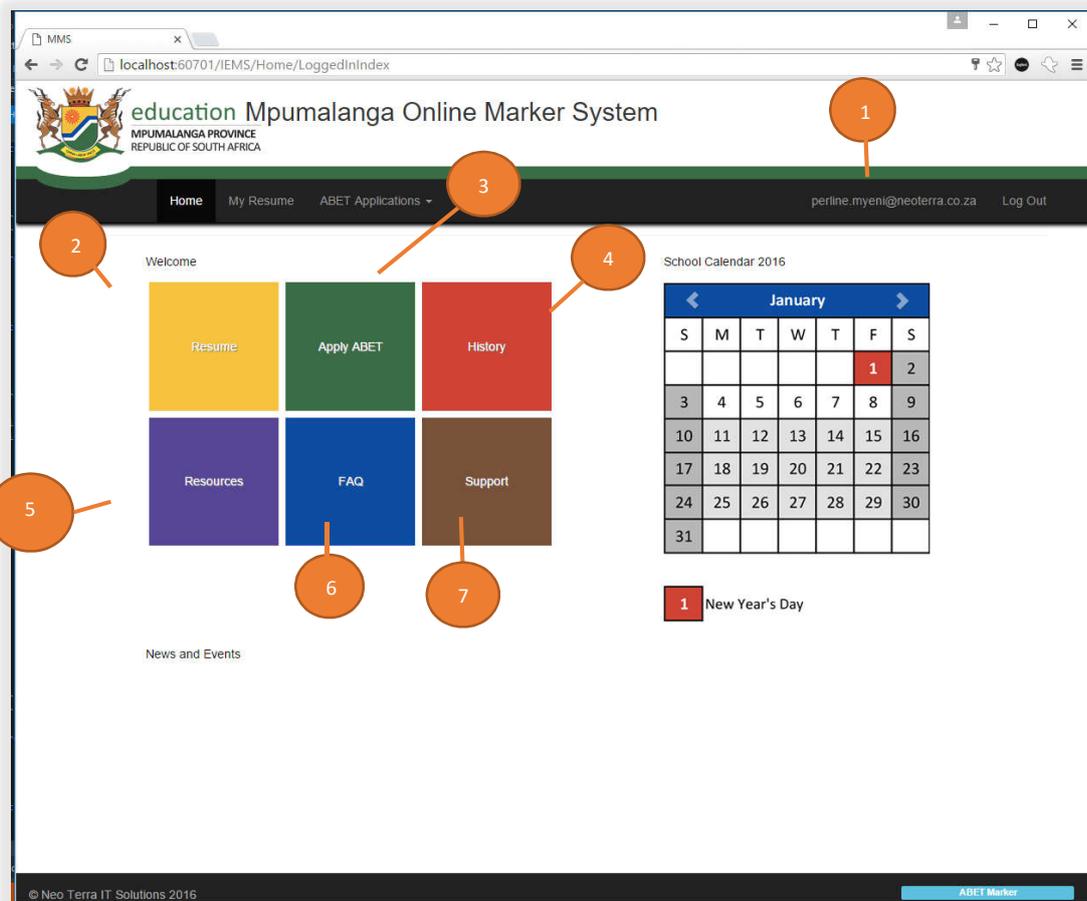
Registered User

Email:

Password:

[Forgot your password? Click here](#)

## Lesson 4 – Marker Navigation



- 1 Click here to manage/update your personal details.
- 2 Click here to update or view your resume.
- 3 Click here to apply for a marker vacancy.
- 4 Click here to view your applications history.
- 5 Click here to access marking resources (for example, Head Office contact details).
- 6 Click here to view Frequently Asked Questions (FAQ).
- 7 Click here to view who can assist, when you have any technical queries

## Summary – Model 2

You have to be registered in order to apply for a marker vacancy (ABET or NSC). Once registered, you will have access to a variety of options that will allow you to:

- Submit employment details
- Upload qualifications and certificates of the applicant
- Receive feedback from the Head Office, which are appointing markers.
- Submit Teaching experience in the subject applied for.
- Submit levels (ABET) or Grade12 (NSC) marking experience.

If your registration has been successful, you will be taken to the Home Page.

If not, check any validation errors that may prevent you from registering. See table below for a quick reference.

| Possible Cause:          | Remedy:  |
|--------------------------|--|
| An invalid email address | Please check the format and validity of your email address |
| Password mismatch        | Please make sure that both password fields match.          |

## Module 3 – Marker’s Resume

### Lesson 1 – Updating your Resume

Before you can apply for a marker vacancy, you have to update your resume.

The screenshot shows a user interface with a navigation bar at the top containing 'Home', 'My Resume' (circled in red), and 'NSC Applications'. The user's email 'tau.sbu001@gmail.com' and a 'Log Out' link are on the right. Below the navigation bar, there are two main sections: 'Welcome' and 'School Calendar 2016'. The 'Welcome' section contains a grid of six buttons: 'Resume' (yellow), 'Apply' (green), 'History' (red), 'Resources' (purple), 'FAQ' (blue), and 'Support' (brown). A blue callout box with the text 'Click Here →' points to the 'Resume' button. The 'School Calendar 2016' section shows a calendar for January with days of the week (S, M, T, W, T, F, S) and dates from 1 to 31. The date '1' is highlighted in red.

The “Resume” page is where you will add and manage all your details, for example, update contact details, update employment details, qualifications and upload certificates. We will go through the process step-by-step.

Click on the “Resume” on your home page, and let’s discuss the steps of updating a resume.

### Step 1 – Personal details

This page will have your personal details.

**Progress bar**

**Personal Details**

Please confirm your personal details:

Title: Mr. Initials: T

Surname: Tau ID Number: 90022514523

Persal Number: 2856

Gender: Male Female

Race: Black White Coloured Indian

ID Photo:

Supported image types: JPG,GIF,PNG,BMP Maximum file size: 1.5mb

+ Choose photo... Take picture...

Change personal details

Previous Next

Update Resume

Click "Change personal details, this page will appear:"

Click "Next", for the next step. OR Click "Update Resume" if you are done with updating your resume.

---

**Edit Personal Details**

Title: Mr. Mrs. Ms

Initials: T

Surname: Tau

ID Number: 90022514523

Persal Number: 2856

Gender: Male Female

Race: Black White Coloured Indian

Return to NSC Applications View Update

When done entering/updating details, click "Next".

## Step 2 – Employment and Contact details

Here, you will enter your current employment details, recent personal addresses and contact details. And also your next of kin (relative).

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**Mpumalanga Online Marker System**

Home My Resume NSC Applications + tau.sbu001@gmail.com Log Out

**Employment And Contact Details**

Indicate your employment history:

**Institution** Tsiki Naledi Secondary School

**Circuit** MIDDELBURG 2 **District** NKANGALA DISTRICT

**Present Post** educator

Permanent  Temporary  Independent school  SGB post

Are you resigning from your post in the Education Department on/or before December 2016

Have you ever been dismissed from any government department?

**Personal Details**

**Postal Address** 565 Maseko street  
Kwazamokuhle  
Hendrina  
1098

**Residential Address** 565 Maseko street  
Kwazamokuhle  
Hendrina  
1098

**E-mail** tau.sbu001@gmail.com

**Contact Numbers**

**Work** Work

**Home** Home

**Cell** 0826858692

**Fax** Fax

**Next of kin (a relative below)**

**Name** Name

**Relationship** Relationship

**Cell** Cell

When done entering/updating details, click “Next”.

### Step 3 – Qualifications

Here, the qualifications of the marker need to be entered. The Marker must enter the subjects, years of study, name of qualification, year the qualification was obtained and also name of institute (where the qualification was obtained).

Note: Qualification requirements for marking include, but not limited to:

- At least a second year pass at tertiary level in the subject to be marked
- Upload/attach certified copies of academic study record(s) and qualification certificate(s), which is discussed in the next step.

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Mpumalanga Online Marker System

Home My Resume ABET Applications perline.myeni@ncoterra.co.za Log Out

Personal Details  
Employment & Contact Details  
Qualifications  
Qualifications Certificates  
Teaching Experience  
Marking Experience

Qualifications in the subject applied for

**NB: Qualification for marking:** At least a second year pass at a tertiary level in the subject to be marked

**NB:** Upload/attach certified copies of academic study record(s) and qualification certificate(s)

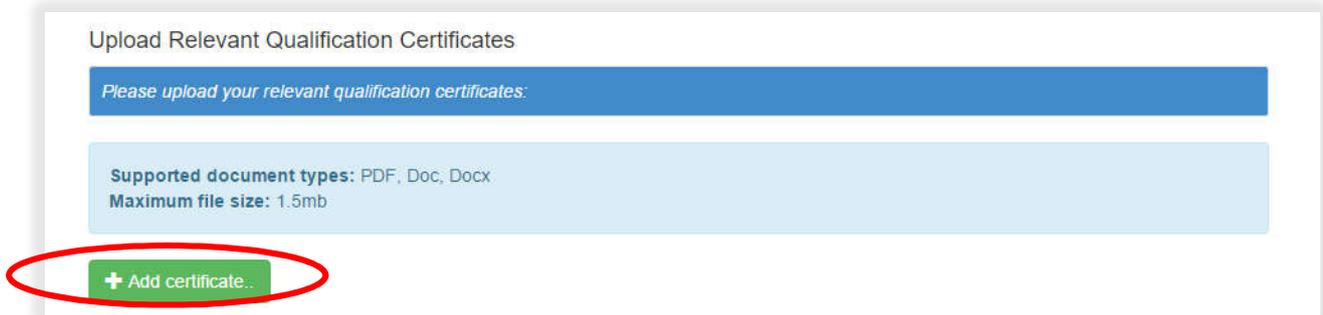
| Subjects         | Years of study | Degree/Diploma name             | Year obtained | Obtained at          |
|------------------|----------------|---------------------------------|---------------|----------------------|
| Native Languages | 1              | National Certificate in Vernaci | 1995          | Nkangata FET College |
|                  |                |                                 | 2016          |                      |
|                  |                |                                 | 2016          |                      |
|                  |                |                                 | 2016          |                      |
|                  |                |                                 | 2016          |                      |

Previous Next Update Resume

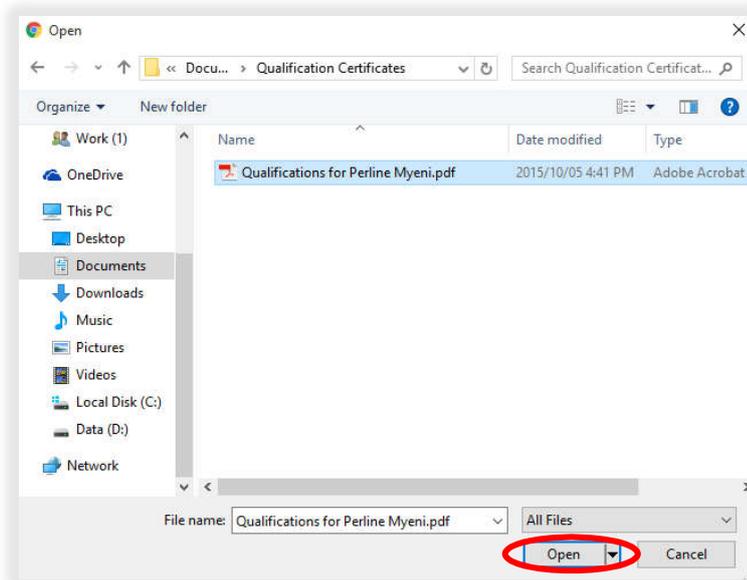
When done entering/updating details, click “Next”.

#### Step 4 – Qualifications and Certificates

Here the marker must upload the qualification certificates.



Click on “Add certificate”. This will open the browser dialogue.



Using the browser, go to the file you would like to upload. Select it using the mouse and then click on “Open”.

You will now see your file listed under the Uploaded Files.

The screenshot displays the Mpumalanga Online Marker System (MOMS) interface. At the top, the logo for the Mpumalanga Province Republic of South Africa is visible, along with the text "education" and "Mpumalanga Online Marker System". The navigation bar includes "Home", "My Resume", "NSC Applications", and user information "juleka@gmail.com" with a "Log Out" button.

The main content area is titled "Upload Relevant Qualification Certificates". It contains the following sections:

- Instructions:** "Please upload a certified copy of the following:
  - identity document
  - academic study record(s) / subject advice sheet showing the subject applied for on second or third year level; and
  - highest academic and professional qualification certificate(s).
- Supported document types:** PDF, Doc, Docx  
Maximum file size: 2.0mb
- + Add certificate..** (button)
- Uploaded Files:**
  - Qualifications for Perline Myeni.pdf (highlighted with a red circle and a red 'x' remove icon)
  - Academic Transcript for Perline Myeni (Certificate in ISE).pdf (with a red 'x' remove icon)

A callout bubble points to the red 'x' icon next to the first file, stating: "The ✕ is a 'remove' sign. Click ✕ to remove a document."

At the bottom of the page, there are "Previous" and "Next" buttons, and an "Update Resume" button.

When done uploading/updating details, click "Next".

### Step 5 – Teaching Experience

Since the subjects differ for both NSC and ABET teachers, both have different looks for the teaching experience.

#### NSC Teaching Experience

NSC marker must indicate:

- The teaching experience in years, in the FET band.
- Teaching/Curriculum implementation experience for the last 5 years.
- The Grade 12 performance at own centre in the subject applied for, for the last 3 years. (Enter numbers, for example “50.5%” – “enter as 50.5”)

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Mpumalanga Online Marker System

Home My Resume NSC Applications + tau.sbu001@gmail.com Log Out

Personal Details  
Employment & Contact Details  
Qualifications  
Qualifications Certificates  
Teaching Experience  
Marking Experience

Teaching experience in the subject applied for

Indicate your teaching experience in years in the FET band

| Syllabus                     | Grade 10 | Grade 11 | Grade 12 |
|------------------------------|----------|----------|----------|
| Senior Certificate           | 0 yrs    | 0 yrs    | 2 yrs    |
| National Senior Certificate  | 0 yrs    | 0 yrs    | 0 yrs    |
| <b>Total years per grade</b> | <b>0</b> | <b>0</b> | <b>2</b> |

Indicate your teaching/curriculum implementation experience for the following years:

| Year | Position | Subject | Grade 10                            | Grade 11                            | Grade 12                            | Name of institution        |
|------|----------|---------|-------------------------------------|-------------------------------------|-------------------------------------|----------------------------|
| 2012 | Educator | IsiZulu | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Tsiki Naledi Secondary Sch |
| 2013 | Educator | IsiZulu | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Tsiki Naledi Secondary Sch |
| 2014 | Educator | IsiZulu | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Tsiki Naledi Secondary Sch |
| 2015 |          |         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Tsiki Naledi Secondary Sch |
| 2016 |          |         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Tsiki Naledi Secondary Sch |

Your Grade 12 performance at own centre in the subject applied for (not applicable to office based educators)

| Year | Subject | Subject average % | Subject % Pass Rate | School % Pass Rate |
|------|---------|-------------------|---------------------|--------------------|
| 2013 |         |                   |                     |                    |
| 2014 |         |                   |                     |                    |
| 2015 |         |                   |                     |                    |

Previous Next Update Resume

When done uploading/updating details, click “Next”.

## ABET Teaching Experience

ABET marker must indicate:

- Teaching/Curriculum implementation experience for the learning area applied for.

education Mpumalanga Online Marker System

perline.myeni@neoterra.co.za Log Out

Home My Resume ABET Applications +

Personal Details

Employment & Contact Details

Qualifications

Qualifications Certificates

Teaching Experience

Marking Experience

Teaching experience in the learning area applied for

Indicate your teaching/curriculum implementation experience

| Year | Position | Learning Area | Level 1                  | Level 2                  | Level 3                  | Level 4                             | Name of institution |
|------|----------|---------------|--------------------------|--------------------------|--------------------------|-------------------------------------|---------------------|
| 2013 | Educator | ENGLISH L4    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | LUVU LWETHL         |
| 2015 | Educator | ENGLISH L4    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | LUVU LWETHL         |
| 2016 | Educator | ENGLISH L4    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | LUVU LWETHL         |

Add Experience Entry

Previous Next

Update Resume

When done uploading/updating details, click “Next”.

## Step 6 – Marking Experience

Since the subjects differ for both NSC and ABET teachers both have different looks of the marking experience.

### NSC Marking Experience

NSC marker must indicate:

- The marking experience in years, for Grade 12 external examinations.
- Marking experience for Grade 12 external examinations for the past 5 years.

**Grade 12 Marking Experience**

Total marking experience in years for Grade 12 external examinations

| Exam type                                | Subject Paper        | Rank                 |                      |                      |                      |                      | Total number of years |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
|  |                      | Marker               | Senior Marker        | Deputy Chief Marker  | Chief Marker         | Internal Moderator   |                       |
| e.g. NSC                                 | MATHS P1             | 5                    | 3                    | 1                    | 0                    | 0                    |                       |
| <input type="text"/>                     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>  |
| <input type="text"/>                     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>  |
| <input type="text"/>                     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>  |
| Total number of years marking experience |                      |                      |                      |                      |                      |                      | 0                     |

Marking experience for Grade 12 external examinations for the past 5 years

| Year | Subject              | Paper          | Rank |    |     |    |   |
|------|----------------------|----------------|------|----|-----|----|---|
| 2011 | <input type="text"/> | Select Paper ▾ | IM   | CM | DCM | SM | M |
| 2012 | <input type="text"/> | Select Paper ▾ | IM   | CM | DCM | SM | M |
| 2013 | <input type="text"/> | Select Paper ▾ | IM   | CM | DCM | SM | M |
| 2014 | <input type="text"/> | Select Paper ▾ | IM   | CM | DCM | SM | M |
| 2015 | <input type="text"/> | Select Paper ▾ | IM   | CM | DCM | SM | M |

Previous Next

[Update Resume](#)

When done uploading/updating details, click “Update Resume”.

## ABET Marking Experience

ABET marker must indicate:

- The Level 4 total marking experience in years for Level 4 external examinations.

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**Mpumalanga Online Marker System**

Home My Resume ABET Applications - perline.miyeni@neoterra.co.za Log Out

Personal Details  
Employment & Contact Details  
Qualifications  
Qualifications Certificates  
Teaching Experience  
Marking Experience

### Level 4 Marking Experience

Indicate your total marking experience in years for level 4 external examinations

| Exam type                                | Year | Learning Area | Rank   |               |                     |              |                    | Total number of years |   |
|--|------|---------------|--------|---------------|---------------------|--------------|--------------------|-----------------------|---|
|  |      |               | Marker | Senior Marker | Deputy Chief Marker | Chief Marker | Internal Moderator |                       |   |
| e.g. AET L4                              | 2009 | MATHS P1      | 5      | 3             | 1                   | 0            | 0                  |                       |   |
| ABET                                     | 2014 | English L4 P1 | 1      | 0             | 0                   | 0            | 0                  | 1                     | ✖ |
|  | 2016 |               | 0      | 0             | 0                   | 0            | 0                  | 0                     | ✖ |
|  | 2016 |               | 0      | 0             | 0                   | 0            | 0                  | 0                     | ✖ |
| Total number of years marking experience |      |               |        |               |                     |              |                    | 1                     |   |

Add Marking Entry

Previous Next Update Resume

Click "Add Marking Entry" to add an entry to your marking experience.

When done uploading/updating details, click "Update Resume".

## Summary – Model 3

Repeat the steps in this module to update your resume each time you apply for a marker vacancy.

It is important to have a complete and updated Resume, as it will boost your application.

You also need to have an ID photo, since there will be ID cards issued for the marking period.

NSC and ABET subjects are different. NSC exam type caters for NSC subjects and ABET exam type caters for ABET subjects.

Therefore, the teaching and marking experiences will differ. Apart from that, the application and resume process is the same for both exam types.

## Module 4 – Applications

In this module, we will discuss how to apply for a marker vacancy. Furthermore, the viewing of your applications history will be discussed.

### Lesson 1 – Apply

Click on “Apply” on the dashboard. OR->

You can choose “Apply for NSC application”, under “NSC Applications” menu Option

The screenshot shows a dashboard with a navigation bar at the top containing 'Home', 'My Resume', and 'NSC Applications'. The 'NSC Applications' menu is open, showing 'Apply For NSC Application' and 'My Applications'. The main content area has a grid of buttons: 'Resume' (yellow), 'Apply' (green), 'History' (red), 'Resources' (purple), 'FAQ' (blue), and 'Support' (brown). A blue callout box with an arrow points to the 'Apply' button, containing the text 'Click Apply'. Another orange callout box with an arrow points to the 'NSC Applications' menu, containing the text 'You can choose Apply for NSC application, under NSC Applications menu Option'. To the right, there is a 'School Calendar 2016' for January, showing dates 1 through 31, with '1' highlighted as 'New Year's Day'. The bottom of the dashboard has a 'News and Events' section.

Following screen will appear:

The screenshot shows the 'Mpumalanga Online Marker System' application form. The header includes the Mpumalanga Province logo and the text 'education REPUBLIC OF SOUTH AFRICA'. The form title is 'NATIONAL SENIOR CERTIFICATE EXAMINATION APPLICATION FOR APPOINTMENT AS MARKING OFFICIAL FOR NOV/DEC 2016'. Below the title, there is a dropdown menu for 'Position, Subject, Level And Paper Applied For' with the instruction 'Indicate the position by which you meet the criteria'. The 'Position' field has buttons for 'HM', 'DM', 'DCM', 'SM', and 'M'. The 'Subject' field is a dropdown menu with 'isiZulu Home Language' selected. The 'Papers' field has buttons for '1', '2', and '3'. An 'Apply' button is located at the bottom right of the form.

Here: you can choose the Position, Subject, Level and Paper.

After selecting the Position, Subject, Level or Paper click “Apply”

As an applicant, you must read and confirm the Terms and Conditions that come with the application.

The Terms and Conditions are viewed after clicking the “Apply” button.

Must fill in your full name and confirm to the Terms and Conditions. In order to continue with application.

If your application is successful, the following message will appear:

**Note:** You cannot apply for a marker vacancy twice in one exam period, even if it is for different subjects.

Once you have applied, the “Apply” page will look like this:

Not allowing you to apply again for the active exam period.

## Lesson 2 – History

Click on “History” on the dashboard. OR->

You can choose “My Applications”, under “NSC Applications” menu Option

Click “History”

Apply For NSC Application  
My Applications

Home My Resume NSC Applications tau.sbu001@gmail.com Log Out

Welcome

Resume Apply History

Resources FAQ Support

School Calendar 2016

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

1 New Year's Day

News and Events

Following screen will appear:

education  
MPUMALANGA PROVINCE  
REPUBLIC OF SOUTH AFRICA

Mpumalanga Online Marker System

Home My Resume NSC Applications tau.sbu001@gmail.com Log Out

### All My Applications

| #    | Application Type | Subject               | Paper Number | Exam period | Date Applied           | Status    |                                  |
|------|------------------|-----------------------|--------------|-------------|------------------------|-----------|----------------------------------|
| 3017 | NSC              | isiZulu Home Language | Three        | Nov - 2014  | 2016-01-28<br>16:13:03 | Submitted | <a href="#">View Application</a> |
| 3018 | NSC              | isiZulu Home Language | One          | Nov - 2014  | 2016-02-03<br>16:12:01 | Submitted | <a href="#">View Application</a> |
| 3019 | NSC              | isiZulu Home Language | One          | Nov - 2015  | 2016-02-04<br>12:14:29 | Submitted | <a href="#">View Application</a> |

This page will allow you view all applications you have made (whether new or old). This keeps record of all your applications.

### Different Statuses

Submitted – Application has been submitted by applicant, but has not yet been reviewed.

Accepted – Application has been accepted by The Department of Education (exams).

Recommended – Your application has been recommended.

Declined – Your application has been declined.

## Summary – Model 4

Before you can apply, you must be registered on the system and you must have an updated resume.

You cannot apply more than once for a marker vacancy, per exam period.

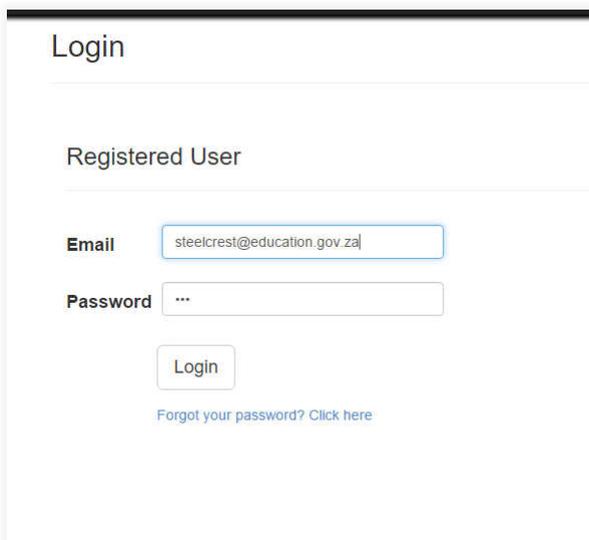
## Module 5 – Principal

### Lesson 1 – Login

Principal users have access to view their centre’s applications (teachers).

These users are the exam centre’s “Head Master/Principal”.

Principals of all exam centres will use their exam centre’s email address for logging into the system.



The screenshot shows a login form titled "Login". Below the title is a horizontal line. Underneath, the text "Registered User" is displayed. There are two input fields: "Email" with the value "steelcrest@education.gov.za" and "Password" with three dots indicating a masked password. A "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Forgot your password? Click here".

Click “View Applications”, when logged in.



## Lesson 2 – Applications

The Principal can recommend or decline a teacher's application with a valid reason (comment) to it. First time the page will load a list of the teacher's applications for marker vacancies.

Example of Applications page:

The screenshot shows the 'Applications' page in the Mpumalanga Online Marker System. At the top, there is a header with the Mpumalanga Education logo and the text 'education MPUMALANGA PROVINCE REPUBLIC OF SOUTH AFRICA'. Below the header, the page title is 'Mpumalanga Online Marker System'. The user is logged in as 'Principal: wstau@gmail.com'. The page contains a declaration box with the following text: 'I hereby confirm that I have verified all submitted information and declare that it is authentic. I am aware that this declaration is binding and that authenticating incorrect information will be regarded as fraud. I will release the teacher(s) appointed as marking official to report at the marking centre if his/her work at school has been completed.' Below the declaration is a table of applications:

| Persal No | Marker     | Subject               | Paper | Exam Period | Recommend                | Comment |
|-----------|------------|-----------------------|-------|-------------|--------------------------|---------|
| 6924538   | Mokoena PM | ISIZULU Home Language | One   | Nov - 2015  | <input type="checkbox"/> |         |

Callouts indicate the following actions: 'Recommend here' points to the 'Recommend' checkbox, 'Comment here' points to the 'Comment' text input field, and 'Save Recommendation' points to the 'Save' button.

Teacher's applications being recommended by the Principal will look like this:

The screenshot shows the 'Applications' page in the Mpumalanga Online Marker System. The user is logged in as 'Principal: wstau@gmail.com'. The page contains the same declaration box as the previous screenshot. Below the declaration is a table of applications:

| Persal No | Marker     | Subject               | Paper | Exam Period | Recommend                           | Comment        |
|-----------|------------|-----------------------|-------|-------------|-------------------------------------|----------------|
| 6924538   | Mokoena PM | ISIZULU Home Language | One   | Nov - 2015  | <input checked="" type="checkbox"/> | Good educator. |

The 'Recommend' checkbox is checked, and the 'Comment' field contains the text 'Good educator.'. There are 'Save' and 'Cancel' buttons at the end of the row.

Teacher's applications not being recommended by the Principal will look like this:

The screenshot shows the 'Applications' page in the Mpumalanga Online Marker System. The user is logged in as 'Principal: tpmeyni@gmail.com'. The page contains the same declaration box as the previous screenshots. Below the declaration is a table of applications:

| Persal No | Marker   | Subject    | Paper | Exam Period | Recommend                | Comment                          |
|-----------|----------|------------|-------|-------------|--------------------------|----------------------------------|
| 567       | Meyeni W | ENGLISH L4 | One   | Nov - 2015  | <input type="checkbox"/> | Has not completed work at school |

The 'Recommend' checkbox is not checked, and the 'Comment' field contains the text 'Has not completed work at school'. There are 'Save' and 'Cancel' buttons at the end of the row.

Note: Not recommended application will not be ticked in the recommend checkbox.

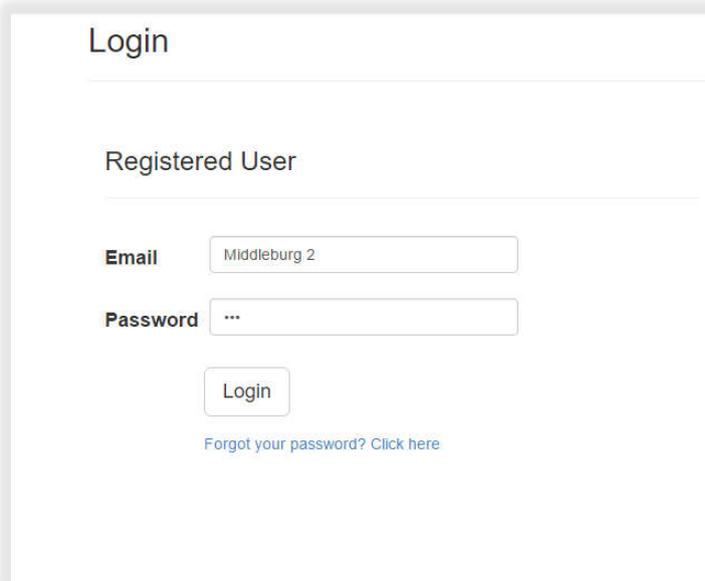
## Module 6 – Circuit Manager

### Lesson 1 – Login

Circuit users have access to view their circuit’s applications (teachers).

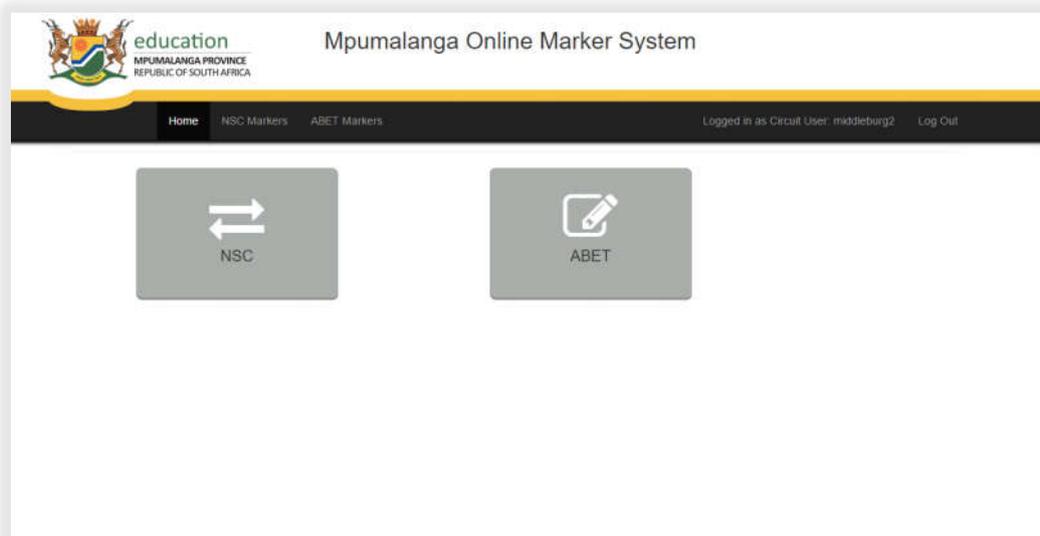
These users are the Circuit Managers.

Circuit Managers will use a generic email address (for each circuit) to log in the system.



The screenshot shows a login form titled "Login". Below the title is a horizontal line. Underneath, the text "Registered User" is displayed. The form contains two input fields: "Email" with the value "Middleburg 2" and "Password" with three dots indicating a masked password. A "Login" button is positioned below the password field. At the bottom of the form, there is a link that reads "Forgot your password? Click here".

Click “NSC” or “ABET”, when logged in.

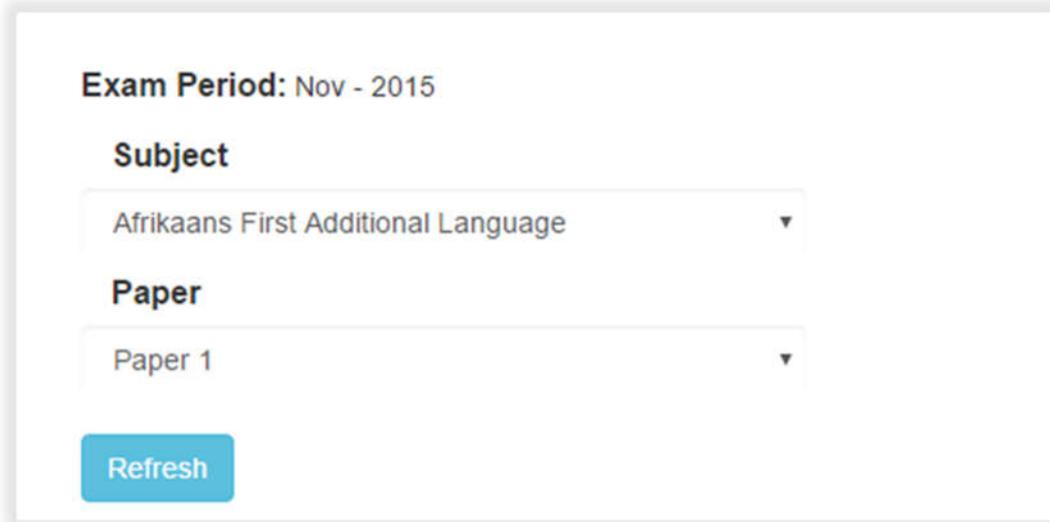


Functionality for both exam types are the same.

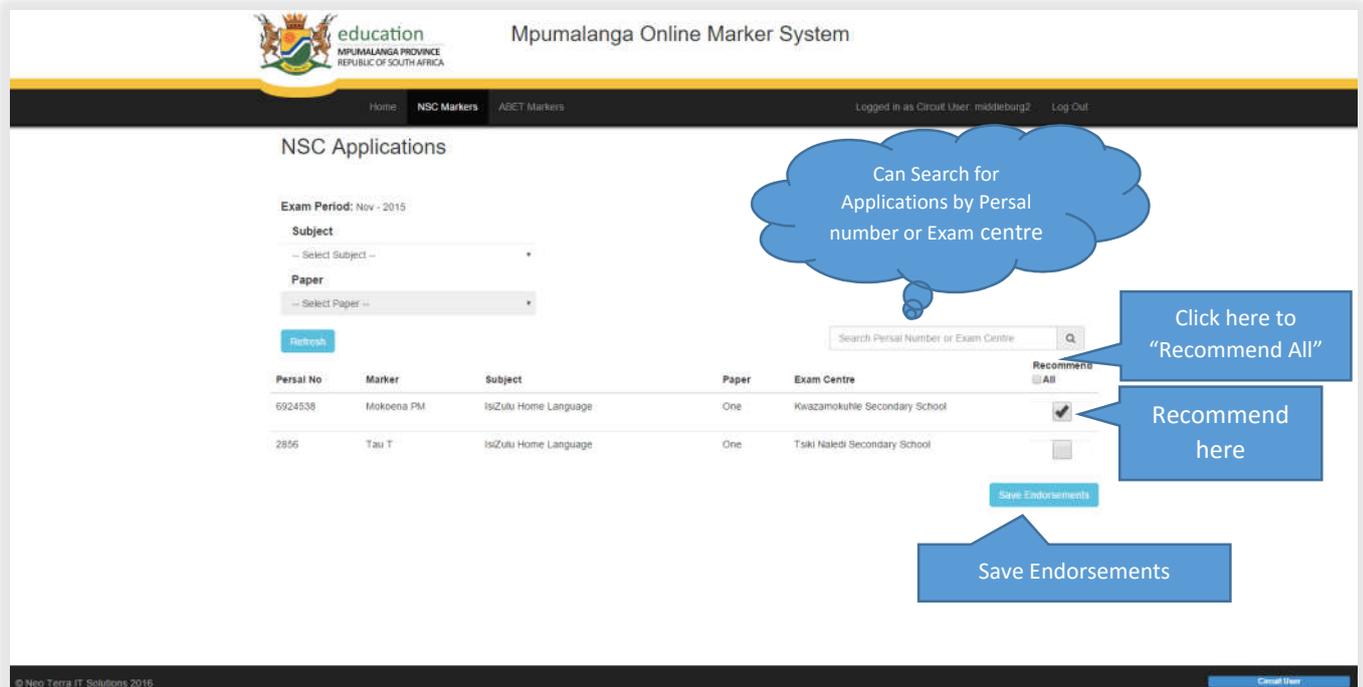
## Lesson 2 – Applications

Can view applications by filtering per Subject and Paper, which will view only the selected subject and paper applications.

When “Refresh” is clicked, it will view all applications again.



Example of Applications page:



## Module 7 – Subject Advisor (District Office)

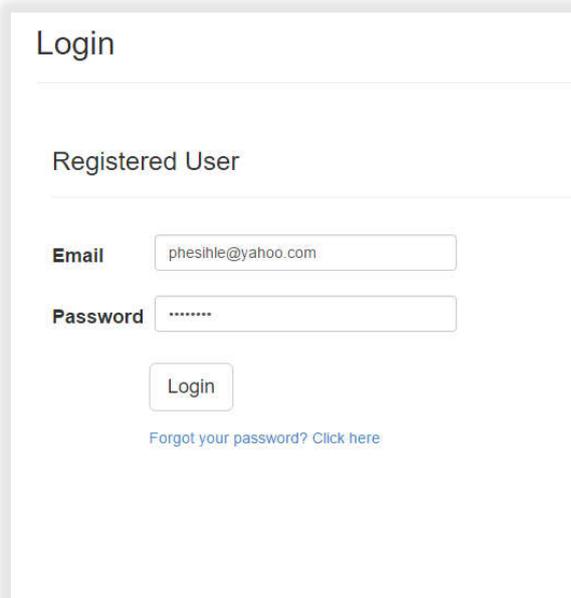
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### Lesson 1 – Login

District users have access to view their district's applications (teachers).

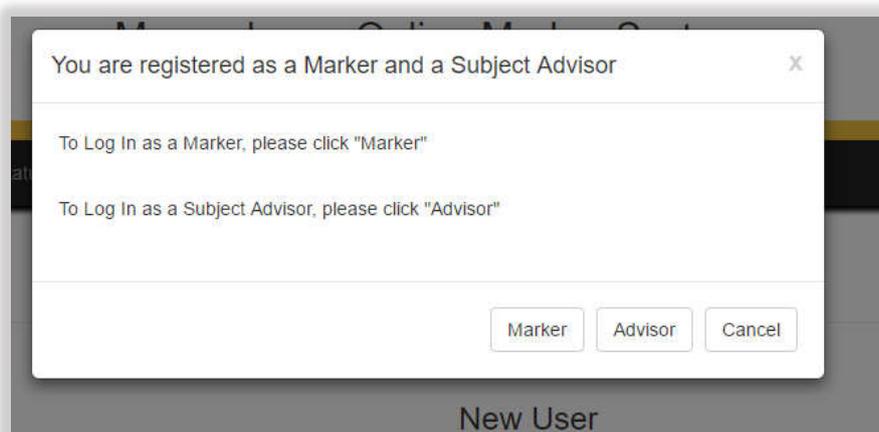
These users are the Subject Advisors.

Subject Advisors will be given details (email and password) to log in the system.



The screenshot shows a login form titled "Login". Below the title is a horizontal line, followed by the text "Registered User". There are two input fields: "Email" with the value "phesihle@yahoo.com" and "Password" with a masked value ".....". Below the password field is a "Login" button. At the bottom, there is a link that says "Forgot your password? Click here".

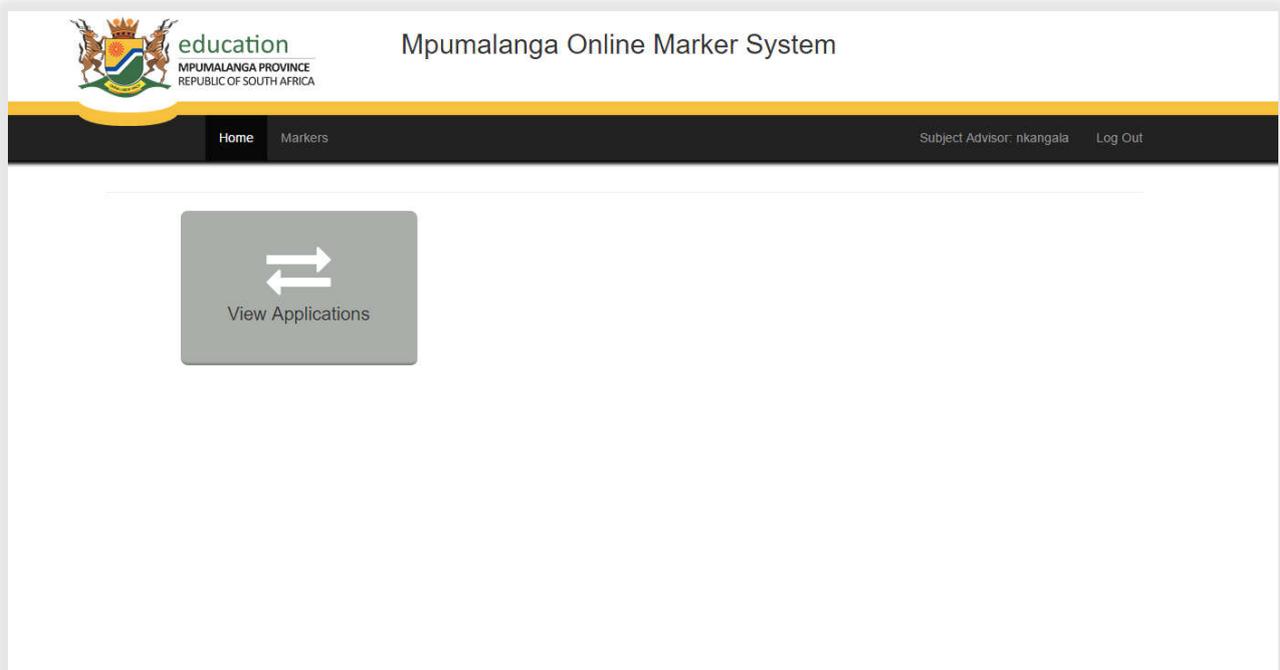
If you have applied for a marking vacancy and you're also a Subject Advisor, the following will pop-up:



The screenshot shows a pop-up dialog box with the title "You are registered as a Marker and a Subject Advisor" and a close button (X). The dialog contains two lines of text: "To Log In as a Marker, please click 'Marker'" and "To Log In as a Subject Advisor, please click 'Advisor'". At the bottom, there are three buttons: "Marker", "Advisor", and "Cancel". The dialog is overlaid on a background that includes the text "New User".

You can log in as a marker or as a subject advisor.

Click “View Applications”, when logged in.

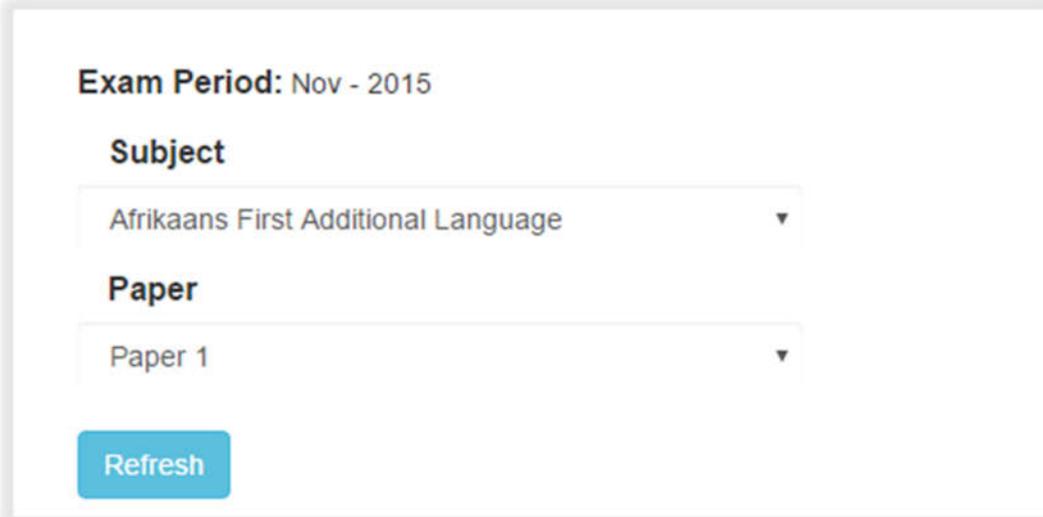


Subject Advisor can only view applications for his/her assigned subject(s).

## Lesson 2 – Applications

Can view applications by filtering per Subject and Paper, which will view only the selected Subject and Paper applications.

When “Refresh” is clicked, it will view all applications again (not filtered by subject and paper).



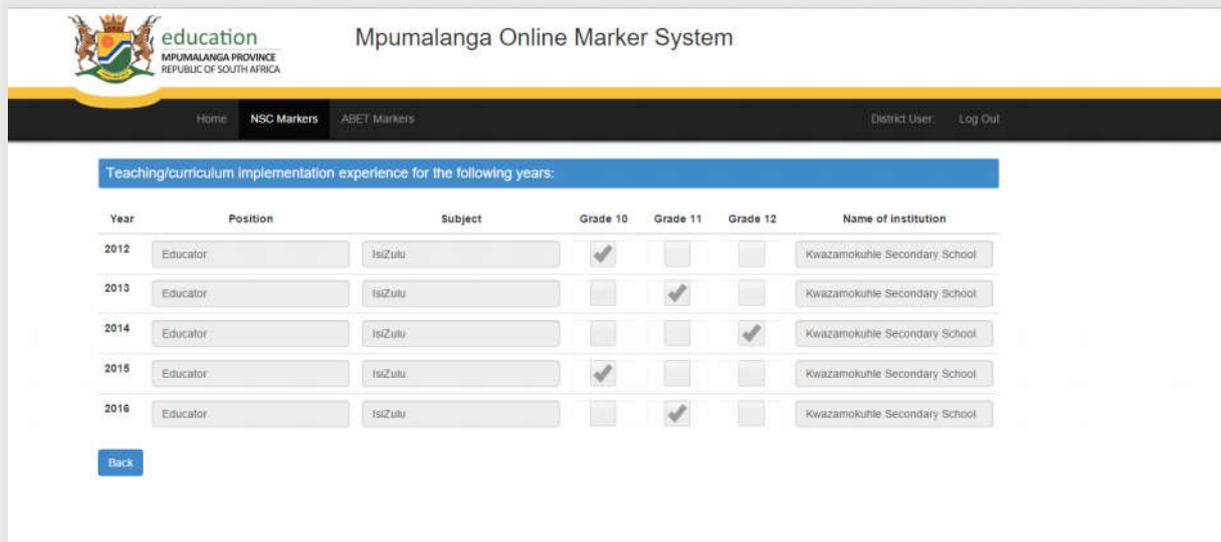
Example of Applications page:

The screenshot shows the "NSC Applications" page. At the top, there is a header with the Mpumalanga Online Marker System logo and navigation links. Below the header, there are filter options for "Exam Period: Nov - 2015", "Subject", and "Paper". A search bar is present with the text "Search Persal Number, Exam Centre or Circuit". A table lists applications with columns for "Persal No", "Marker", "Subject", "Paper", "Circuit Name", "Exam Centre", "Recommend", and "Comment". Callouts highlight various features: "Can Search for Applications by Persal number or Exam centre" points to the search bar; "Add comment here" points to the comment field; "View Experience here" points to the "View Experience" button; "Recommend here" points to the "Recommend" column; and "Save All Recommendations" points to the "Save All" button.

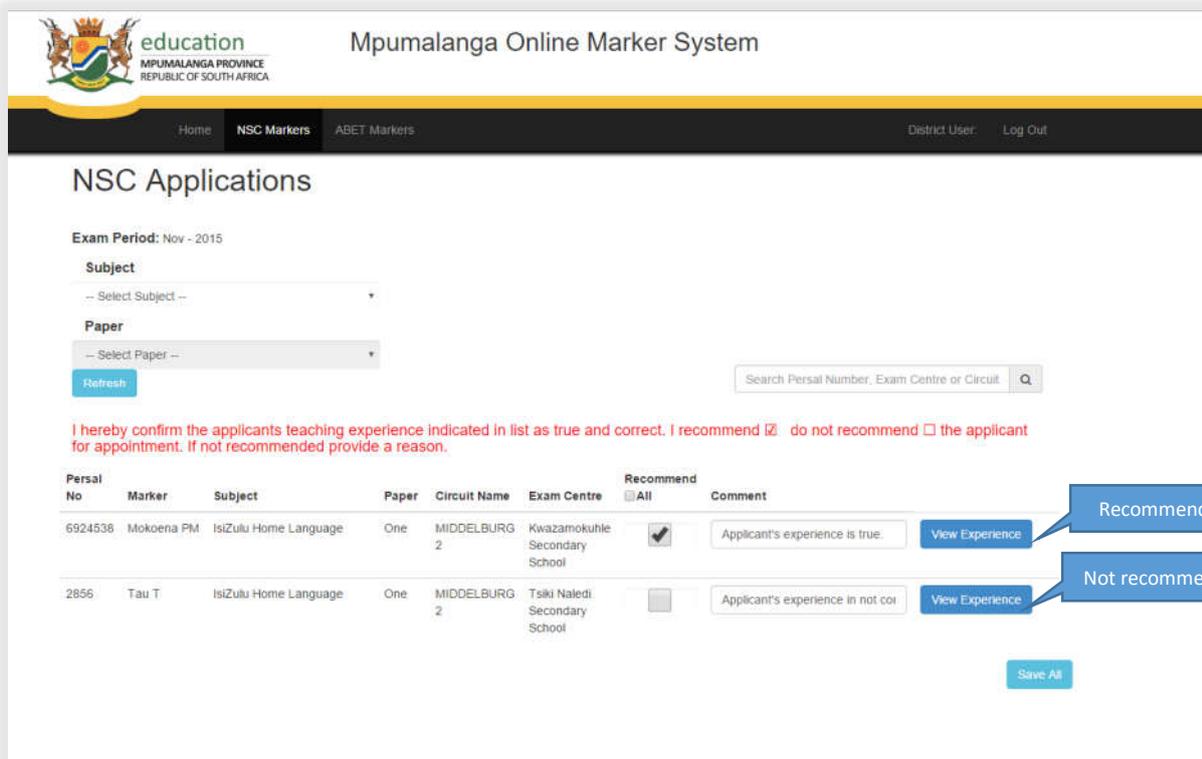
| Persal No | Marker     | Subject               | Paper | Circuit Name  | Exam Centre                   | Recommend                           | Comment              |
|-----------|------------|-----------------------|-------|---------------|-------------------------------|-------------------------------------|----------------------|
| 6924538   | Mokoena FM | IsiZulu Home Language | One   | MIDDOELBURG 2 | Kwazamokuhle Secondary School | <input checked="" type="checkbox"/> | <input type="text"/> |
| 2856      | Tau T.     | IsiZulu Home Language | One   | MIDDOELBURG 2 | Tsiki Naledi Secondary School | <input type="checkbox"/>            | <input type="text"/> |

When “View Experience” is clicked.

This page will appear, which will indicate the marker’s experience in the subject applied for (for the past five years).



Saved recommendations look like this:



## Summary

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Principal users will be able to:

- Recommend a teacher and comment on the teacher's application.

Circuit users will be able to:

- Recommend a teacher by ticking on a box, or not recommend by not ticking the box.

Subject Advisor users will be able to:

- View applications for the Subject(s) assigned to him/her.
- View the teacher's experience before they can recommend.
- Recommend or not recommend a teacher by ticking a checkbox.
- Comment on the teacher's application.



