



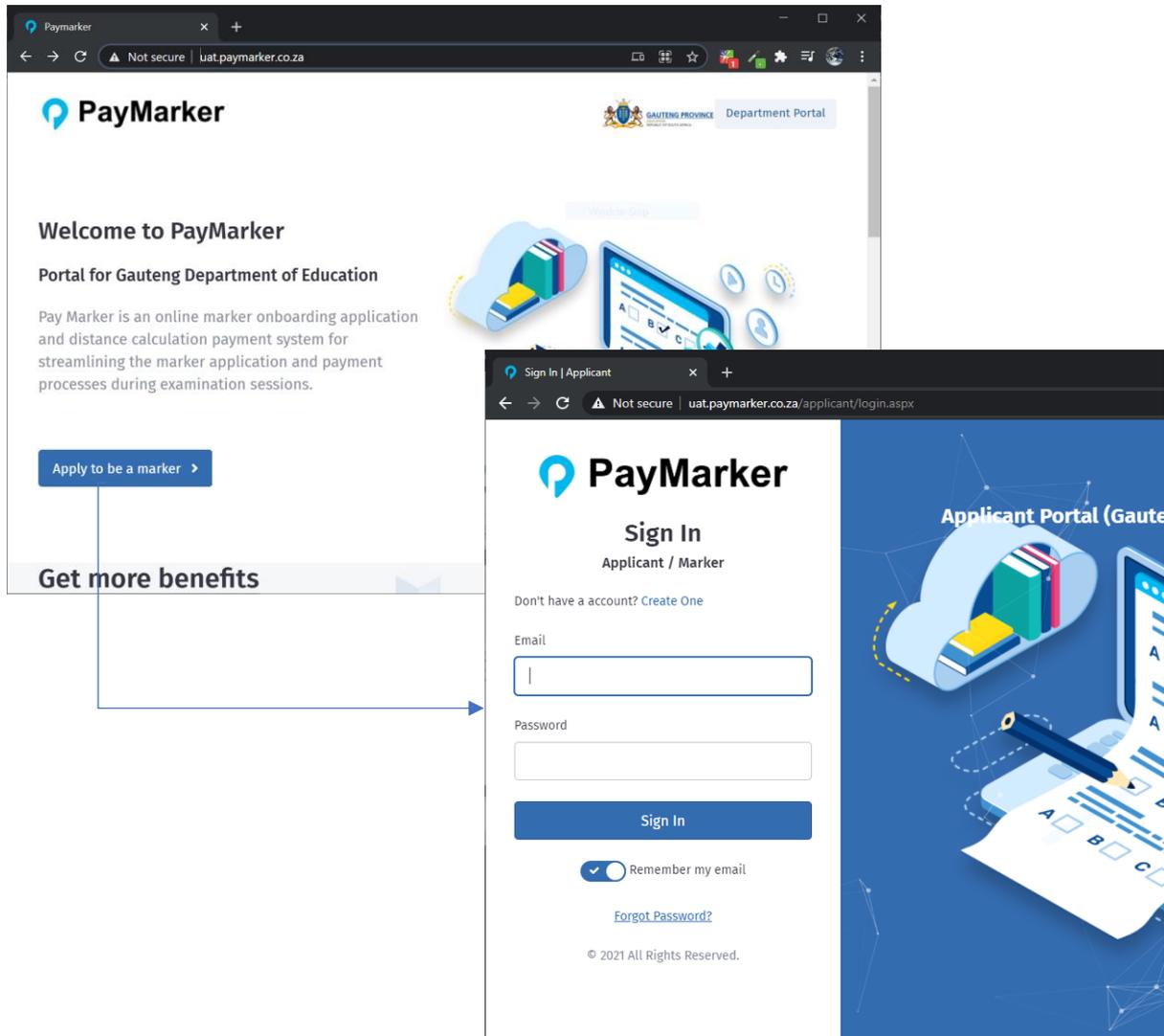
USER MANUAL
How to apply on PayMarker

Version 1.3

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ACCESSING THE PORTAL



To access the PayMarker portal you need to navigate via a web browser to:

1. <https://gde.paymarker.co.za>
2. On the PayMarker homepage, click on the “Apply to be a marker” button. This will take you to the Applicant Portal login screen.

REGISTERING

If you don't have a profile on the portal, then you need to register first and activate your profile.

Please follow these steps to register and activate a profile:

1. On the Application login screen click on the "Create One" link on top.
2. Enter your details on the "Sign Up" page and click the "Sign Up" button.
 - a. Screen Name: This is your screen name when you're logged in.
 - b. Email: This is your email address. Please make sure your email is correct, because an activation email will be sent to this email address.
 - c. Password: Your new login password. Please note your password needs to be more than 5 characters.
 - d. Confirm Password: Re-type your new password.
3. An activation email will be sent to your email address.
4. Your activation email will have an activate link that you need to click on. This will activate your profile and you will then be able to login to the portal.

1. Click "Sign Up"

2. Click "Activate" in the email received

LOG IN

You will only register a profile once.

On the login screen of the portal (see [accessing the portal](#)), type in your email and password to login.

The image shows the PayMarker Sign In page. The page features the PayMarker logo at the top left, followed by the text "Sign In" and "Applicant / Marker". Below this, there is a link "Don't have an account? [Create One](#)". The form includes an "Email" field with the text "john.doe@domain.co.za", a "Password" field with masked characters "*****", a blue "Sign In" button, a "Remember my email" toggle switch (which is checked), and a "[Forgot Password?](#)" link. On the right side, a vertical blue bar contains a network diagram. Six callout boxes point to specific elements: "Create an account" points to the "Create One" link; "Type in email address" points to the email input field; "Type in password" points to the password input field; "Sign In button to login" points to the "Sign In" button; "Enable before logging in to remember your email for next login" points to the "Remember my email" toggle switch; and "Click if you forgot your password" points to the "Forgot Password?" link.

PayMarker

Sign In

Applicant / Marker

Don't have an account? [Create One](#)

Email

john.doe@domain.co.za

Password

Sign In

Remember my email

[Forgot Password?](#)

- Create an account
- Type in email address
- Type in password
- Sign In button to login
- Enable before logging in to remember your email for next login
- Click if you forgot your password

FORGOT PASSWORD

If you forgot your password, you can reset your password.

From the login screen, click on the “Forgot Password?” link below.

This will take you to the Reset Your Password screen, where you can reset your password:

1. Type in your email address
2. Click “Reset Password”

A reset email will be sent to you with a link to reset your password.

The screenshot shows the PayMarker 'Reset Your Password' page. At the top left is the PayMarker logo. The main heading is 'Reset Your Password' with the sub-heading 'Applicant / Marker'. Below this is the text 'Don't have a account? [Create One](#)'. There is an 'Email' input field with a vertical cursor. Below the input field is the text 'We'll send password reset link to your email.' At the bottom of the form is a large blue button labeled 'Reset Password'. Below the button is the text 'Return to [Log In](#)'. On the right side of the page, there is a vertical blue bar with five callout boxes pointing to various elements: 'Create an account' (pointing to the 'Create One' link), 'Type in your Email' (pointing to the email input field), 'Click "Reset Password" to receive a reset email.' (pointing to the 'Reset Password' button), 'Return to login screen' (pointing to the 'Log In' link), and 'Create an account' (pointing to the top of the vertical bar).

Follow the “Reset Password” link on the email to go to the “Reset Your Password” page.

On this page you need to enter a new password and confirm the new password, then click on the “Reset Password” button to change your password.

APPLICANT PORTAL OVERVIEW

The screenshot shows the PayMarker Applicant Portal interface. At the top, there is a navigation bar with the PayMarker logo on the left and the user's name 'John Doe Applicant' on the right. Below the navigation bar, there is a left-hand navigation panel with a 'Dashboard' link and a checked 'Apply For Marking' link. The main content area displays a greeting 'Hi, John Doe.' followed by the current marking session information: 'Current Marking Session open for application: 2021-01' and 'Current Marking Session closes: 2021/03/30 04:00:00 PM'. A blue button labeled 'Apply For Marking' is positioned to the right of this information. Below the session information, there is a heading 'Here you can see an overview of your marking sessions applied for.' followed by a table with columns for 'Session', 'Subject', 'Date', 'Completed', and 'Status'. A callout box points to the table area with the text 'Your applications will appear here'. At the bottom left of the main content area, there is a 'Night mode' toggle with a moon icon. Three callout boxes at the top of the screenshot point to the 'When applications close' text, the 'Current Marking Session' text, and the 'Click for Profile or Logout' text.

When applications close

Current Marking Session

Click for Profile or Logout

Navigation Panel

Your applications will appear here

APPLY FOR MARKING

Click on “Apply for Marking” on the dashboard or in the left panel to apply.

The following details will be required during the application process:

1. Personal Particulars
2. Current Employment Details
3. Qualifications
4. Teaching Experience
5. Marking Experience
6. Application Details
7. Required Documents
8. Declaration by Applicant

Personal Particulars

APPLICATION FOR THE MARKING OF THE NATIONAL SENIOR CERTIFICATE AND SENIOR CERTIFICATE EXAMINATION - SESSION (2021-01)

Progress indicator: 1 of 6 steps completed.

Personal Particulars

Identity No. / Passport No. *	Persal *	
<input type="text"/>	<input type="text"/>	
Surname *	Initials *	Title *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden name	Gender *	Race *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Nationality *	
<input type="text" value="john.doe@domain.co.za"/>	<input type="text" value="South African"/>	
Telephone (Work/School) *	Telephone (Home)	
<input type="text"/>	<input type="text"/>	
Cellphone *	Fax	
<input type="text"/>	<input type="text"/>	
Physical Address *		
<input type="text" value="Enter a location"/>		
Coordinates: 0 0		
<input type="button" value="Next step"/>		

Enter your personal details here

Enter your physical address and select it from the list.

After selecting your address, the map will point to the correct location.

After completing this form, click next step.

Current Employment Details

The screenshot shows a form titled "Current Employment Details" with a progress indicator at the top. The form contains the following fields:

- Name Of School/Office***: A dropdown menu with the placeholder text "Select a School/Office".
- Employment Type***: A dropdown menu.
- Current Position***: A dropdown menu.
- Retiring***: A dropdown menu with the value "No" selected. Below it, the text "on/before 31 December" is displayed.

Navigation buttons are located at the bottom: "Previous" on the left and "Next step" on the right.

Callouts provide the following instructions:

- "Select the school that you are employed at" (points to the Name Of School/Office dropdown).
- "Select your employment type" (points to the Employment Type dropdown).
- "Select your current position" (points to the Current Position dropdown).
- "Select Yes if you are retiring the current year" (points to the Retiring dropdown).
- "After completing this form, click next step" (points to the Next step button).
- "You can navigate to the previous page by Click Previous" (points to the Previous button).

Qualification

The screenshot shows a form titled "Qualification" with a progress indicator at the top. The form contains the following elements:

- Qualifications**: A section header.
- + Add Qualification**: A button to add a new qualification.
- None - Please add Qualifications**: Text indicating no qualifications are currently listed.

Navigation buttons are located at the bottom: "Previous" on the left and "Next step" on the right.

Callouts provide the following instructions:

- "Click to add a qualification" (points to the + Add Qualification button).
- "After completing this form, click next step" (points to the Next step button).

After adding a qualification:

The screenshot shows the "Qualification" form after a qualification has been added. The form contains the following elements:

- Qualifications**: A section header.
- + Add Qualification**: A button to add a new qualification.
- Added qualification details**: A list item showing a profile icon, "BEd Degree (1998)", "University of Pretoria", and "Major: Accounting".
- Edit / Delete options**: A dropdown menu with "Edit" and "Delete" options.

Navigation buttons are located at the bottom: "Previous" on the left and "Next step" on the right.

Callouts provide the following instructions:

- "Added qualifications will be listed here" (points to the list item).
- "Click here to Edit / Delete the qualification" (points to the Edit/Delete dropdown menu).

Teaching Experience

The screenshot shows a form titled "Teaching Experience" with a progress indicator at the top. It includes input fields for "Total Teaching Experience" and "Total Teaching Experience (NCS / CAPS)", and another set for "Teaching Experience in Subject in Gr.12" and "Experience as FET advisor in Subject". A table titled "Teaching Institutions" has a header with columns: Year, Subject, Grade, Name of Institution, % Pass, and Action. One row is visible for the year 2020, subject Accounting, grade 12, at Joe Doe High, with a 100% pass rate. The form also contains "Previous" and "Next step" buttons.

Enter the total years of teaching experience, as well as for:
 NCS / CAPS
 Subject in Grade 12
 FET advisor in Subject

Click here to add teaching institutions you worked at.

After completing this form, click next step

Marking Experience

The screenshot shows a form titled "Marking Experience" for "Total Marking Experience for Gr.12 NSC Final Examinations". It features an input field with the number "2". Below is a table titled "Marking Experience" with columns: Year, Subject/Level/Paper, Position Held, and Action. Two rows are shown: 2020 for Accounting (Paper 1) as a Marker, and 2019 for Accounting (Paper 1) as a Novice Marker. The form includes "Previous" and "Next step" buttons.

Enter the total marking experience

Click here to add marking experience

After completing this form, click next step

Application Details



Application Details
[+ Add Subject and Position](#)

Please list all the Subjects/Papers you are applying for in order of preference.

Subject/Level/Paper	Position	Highest Qualification
None		

Click here to add Subject(s) that you want to apply for

Details of Subject(s) applied for will appear here

Add Application Detail

Subject / Paper*

Position*

NB: Please indicate the highest qualification relevant to the subject that you are applying for

Highest Qualification*

Level of Degree Level of Diploma Level of Certificate

in subject in subject in subject

Click here to select Subject that you want to apply for

Click here to select position that you want to apply for in the selected Subject above

Click here to select the Highest Qualification for the Subject you want to apply for

Click 1 option to add Level of Highest Qualification added above

The percentages obtained by the Grade 12 learners in subject applied for are as follows:

SCHOOL-BASED EDUCATORS - DO NOT COMPLETE IF YOU DID NOT TEACH THE SUBJECT APPLIED FOR AT GRADE 12 LEVEL IN THE YEAR STIPULATED.

Year	Pass Percentage of Grade 12 learners taught by applicant FOR SUBJECT (NOT SCHOOL AVERAGE)
2020	<input type="text"/> %
2019	<input type="text"/> %

School based Educator?
Enter Pass Percentages of Grade 12 learners taught for subject.

FET SUBJECT FACILITATORS - OFFICE-BASED EDUCATORS - DO NOT COMPLETE IF YOU DID NOT TEACH THE SUBJECT APPLIED FOR AT GRADE 12 LEVEL IN THE YEAR STIPULATED.

Year	Pass Percentage of Grade 12 candidates in the district, for subject
2020	<input type="text"/> %
2019	<input type="text"/> %

FET subject Facilitator?
Enter Pass Percentages of Grade 12 learners in district for subject.

FET CURRICULUM SPECIALISTS

Year	Pass Percentage of Grade 12 candidates in the province, for subject
2020	<input type="text"/> %
2019	<input type="text"/> %

FET Curriculum Specialist?
Enter Pass Percentages of Grade 12 candidates in province for subject.

OK Cancel

After completing Application Details, Click Ok to Save

If you wish to leave the open page without saving, Click Cancel

Indicate if you are currently appointed in the following position

If you are applying to mark the practical examination in Dance Studies, Music, Dramatic Arts, Civil Technology, Electrical Technology or Mechanical Technology, please complete the following:

Dance Studies, please indicate Genre

Music Practical, please indicate the Instrument

Technical subject, please indicate Specialisation

If you are applying to mark a Literature paper, please name the prescribed works being taught to the Grade 12 learners at your school:

Drama(s)

Novel(s)

Short Stories

Poetry

LANGUAGE PREFERENCE: Please indicate the language in which you wish to mark.*

Complete the rest of the form where required.

After completing this form, click next step

Upload Required Documents

Here you upload the required documents, they can be an image file or a PDF file. If an incorrect document was uploaded, upload the correct document using the same process, it will automatically replace the incorrect document.

The screenshot shows a web form titled "Upload Required Documents (Recently Certified)". At the top, there is a progress bar with seven green checkmarks and a blue circle, indicating the current step. The form contains six sections, each with an "Upload file..." button and a 100% progress bar. Below each button, the uploaded file name is displayed in a blue box. At the bottom of the form, there are "Previous" and "Next step" buttons. Callout boxes on the right side of the form provide instructions for each section:

- Identity Document / Passport:** Click to upload your Identity Document/ Passport.
- SACE Certificate:** Upload your SACE certificate.
- Qualifications:** Upload your Qualifications (All qualifications to be uploaded as one file).
- Academic record/transcript:** Upload your Academic Record All Academic Records to be uploaded as one file.
- Most recent GDE salary advice:** Upload your GDE salary advice.
- Next step:** After completing this form, click next step.

Declaration

Progress indicator: 10 steps, step 10 is active.

Declaration

1. DECLARATION BY APPLICANTS WHO HAVE RELATIVES/ACQUAINTANCES WHO WILL BE WRITING THE 2021 NSC EXAMINATION IN THE SUBJECT APPLIED FOR

Nature of relationship	Name and Surname of learner
<input type="text"/>	<input type="text"/>
Name of Institution of learner	Exam Centre Number
<input type="text"/>	<input type="text"/>

Where learner will be writing

- I will not mark his/her script nor attempt to gain access to his/her script or marks and understand that doing so will constitute a serious irregularity.

If you have a relative/acquaintance who will write the NSC examination for the current year, you need to enter the relevant details here.

2. DECLARATION BY APPLICANT

- I declare that the information I supplied is **correct and accurate**.
- I am currently teaching and/or have taught/facilitated the subject applied for at Gr:12 level for a minimum of two years in the last five years on a full-time basis.
- I undertake to complete my normal school/office duties and obligations before going to mark.
- I have attached recently certified copies of the following documents to the application: Identity Document, statement of academic record/transcript, GDE salary advice.
- I have NOT taken a Voluntary Severance Package (VSP).
- I will NOT be on leave at the time of marking (accouchement).
- I understand that my appointment, conditions of service and remuneration will be according to the applicable legislation, rules and regulations.
- I undertake to be available for the entire duration of the marking session(s) including Saturdays, Sundays and public holidays.
- I accept that if my application does not meet the criteria as stipulated, I may be disqualified.
- I undertake to withdraw from the marking process should there be a labour dispute against me when marking takes place.
- I DECLARE THAT I DO NOT HAVE ANY DISALLOWANCE/MISCONDUCT CHARGES OR PENDING CHARGES AGAINST MY**

Signature

Agree to the declaration

Read the declaration

Draw your signature

If signed incorrectly, Click here to clear signature

Agree to the declaration

Complete the application

APPLICATION STATUS

Hi, John Doe.

Current Marking Session open for application: 2021-01
Current Marking Session closes: 2021/03/30 04:00:00 PM

Here you can see an overview of your marking sessions applied for.

Session	Subject	Date	Completed	Status
2021-01	Accounting - Paper 1	2021-03-04	<input type="checkbox"/>	Not Completed
2021-01	Accounting - Paper 2	2021-03-04	<input type="checkbox"/>	Not Completed

Click here to go back to your application.

Here are your completed applications for each subject.

Here is the Completed % and Status for each subject.

If the status of your application is 'Not Completed', you can return to your application to complete the remaining information. If there is any information you wish to change on your application, you can change it before the closing date.

As your application goes through the selection process you can see the status of each subject you applied for.

APPOINTMENT

Please note that once you have made a decision, it is final and cannot be changed.

Accepting Appointment

- Please note that the below Action window will only appear if the Principal has accepted your appointment.

PayMarker

Hi, John Doe.
Current Marking Session open for application: 2021-01
Current Marking Session closes: 2021-06-30 16:00
Here you can see an overview of your marking sessions applied for.

Session	Subject	Applied Position	Date	Completed	Status	Offer of Appointment
2021-01	Agricultural Technology - Paper 1	Marker	2021-04-30	100%	Approved And Submitted	Open (Action Required)

Status

Click here to take action on your appointment

Offer of Appointment

Please be informed that you are offered an appointment on an AD HOC basis as a Marker for the marking session as mentioned below:

Subject: Agricultural Technology (Paper 1)

Marking Centre	Start Date	Start Time	End Date
Testing Centre	2021-06-21	07:00	2021-06-28

NB: Please note that your ID document, letter of appointment and release letter will be required to gain access to the marking venue.

Acceptance letter for Offer of Appointment must be signed by the official and signed as approved by the Principal/Director. Chief Markers will report for a meeting with the Centre Manager on the first day of marking at 07:00.

Markers who are not remunerated through the persal system must submit the completed F1030 forms and stamped bank forms together with their letters of acceptance

⚠ This decision is final and can not be changed.

Accept Decline Close

Details of Appointment

Important Note

Click to Accept or Decline Appointment

Session	Subject	Applied Position	Date	Completed	Status	Offer of Appointment
2021-01	Physical Sciences - Paper 1	Senior Marker	2021-04-16	100%	Approved And Submitted	Accepted by you

Final Status on Appointment

Declining Appointment

Appointment Declined by Applicant

Hi, John Doe.
Current Marking Session open for application: **2021-01**
Current Marking Session closes: **2021-06-30 16:00**
Here you can see an overview of your marking sessions applied for.

Session	Subject	Applied Position	Date	Completed	Status	Offer of Appointment
2021-01	Agricultural Technology - Paper 1	Marker	2021-04-30	100%	Approved And Submitted	Open (Action Required)

Status

Click here to take action on your appointment

Offer of Appointment

Please be informed that you are offered an appointment on an AD HOC basis as a **Marker** for the marking session as mentioned below:

Subject: Agricultural Technology (Paper 1)

Marking Centre	Start Date	Start Time	End Date
Testing Centre	2021-06-21	07:00	2021-06-28

NB: Please note that your ID document, letter of appointment and release letter will be required to gain access to the marking venue.

Acceptance letter for Offer of Appointment must be signed by the official and signed as approved by the Principal/Director. Chief Markers will report for a meeting with the Centre Manager on the first day of marking at 07:00.

Markers who are not remunerated through the persal system must submit the completed F1030 forms and stamped bank forms together with their letters of acceptance

⚠ This decision is final and can not be changed.

Details of Appointment

Important Note

Click to Accept or Decline Appointment

2021-01	Accounting - Paper 1	Senior Marker	2021-03-31	100%	Approved And Submitted	Declined by you
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Final Status on Appointment

Appointment Declined by Principal

- If the Principal declined your appointment, the below window will appear.

Hi, John Doe.
Current Marking Session open for application: 2021-01
Current Marking Session closes: 2021-06-30 16:00
Here you can see an overview of your marking sessions applied for.

Session	Subject	Applied Position	Date	Completed	Status	Offer of Appointment
2021-01	Agricultural Technology - Paper 1	Marker	2021-04-30	100%	Approved And Submitted	Acknowledge (Principal Declined)

Status

Click here to acknowledge the declined appointment

Do you Acknowledge?
Please acknowledge that principal declined your offer of appointment. You will as a result also decline the offer.
Principal Comment: You still have outstanding school work that need your attention

Yes Cancel

Principal's Comment

Click to acknowledge the Decline Appointment

Session	Subject	Applied Position	Date	Completed	Status	Offer of Appointment
2021-01	Agricultural Technology - Paper 1	Marker	2021-04-30	100%	Approved And Submitted	Declined by principal and you