



USER MANUAL

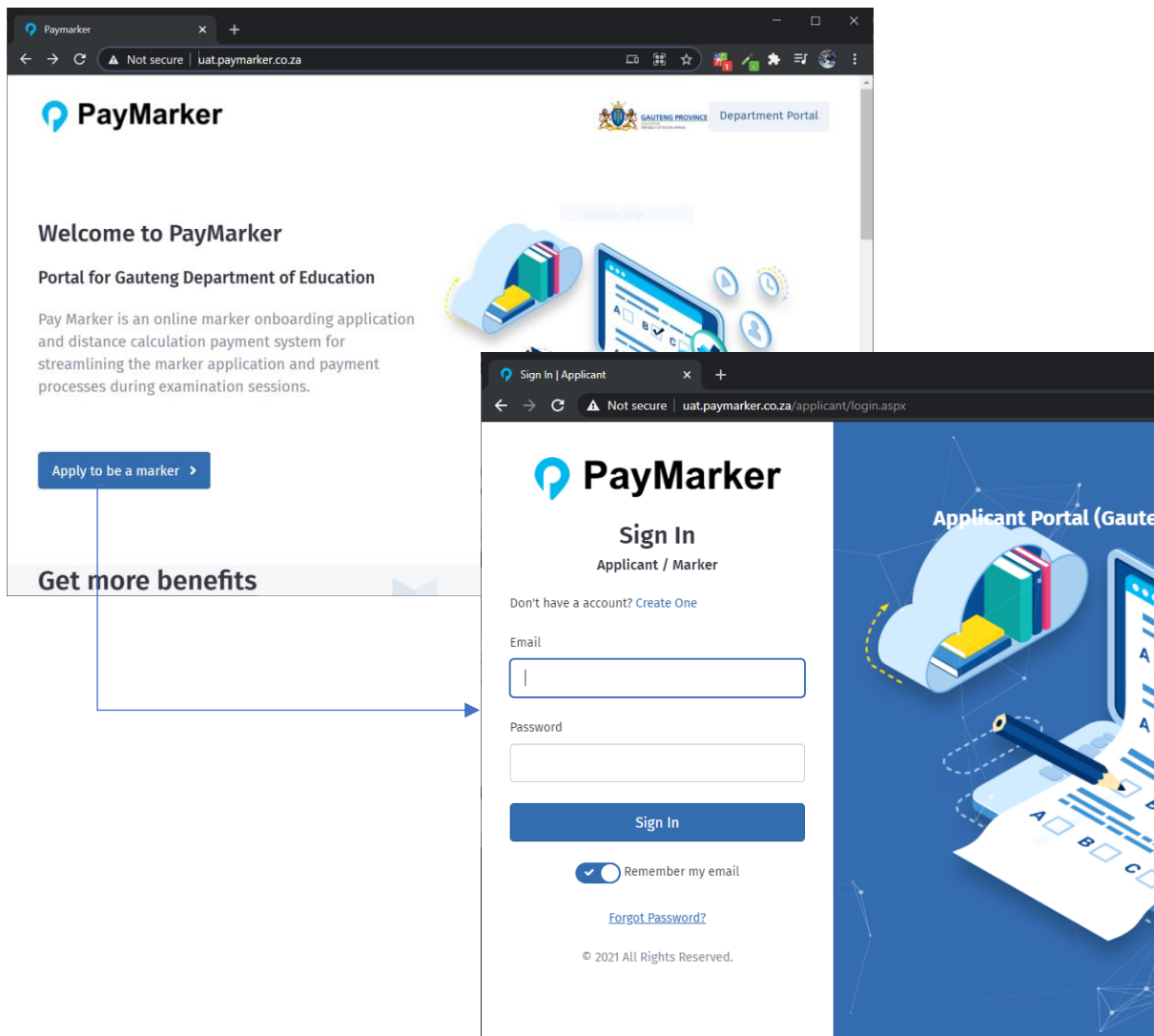
How to apply on PayMarker

Version 1.1

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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.

PayMarker

Sign Up
Applicant / Marker

Already have an account? please [Sign In](#)

Screen name

Email

Password

Confirm Password

[Sign Up](#)

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ACTIVATION

Hi, you signed up to PayMarker. You need to activate your account first before you can login and apply to be a member.

[Activate](#)

All right reserved. [Visit Website](#)

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 Applicant / Marker". Below this is a link "Don't have a account? [Create One](#)". There are two input fields: "Email" containing "john.doe@domain.co.za" and "Password" containing six dots. A blue "Sign In" button is positioned below the password field. A "Remember my email" toggle switch is checked and located below the "Sign In" button. A "[Forgot Password?](#)" link is at the bottom left. On the right side, a vertical blue bar contains a network diagram. Six callout boxes with blue backgrounds and white text 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 a 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' interface. At the top left is the PayMarker logo. The main heading is 'Reset Your Password' with the subtext 'Applicant / Marker'. Below this is a link: '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 is a large blue button labeled 'Reset Password'. At the very bottom is a link: 'Return to [Log In](#)'. On the right side, a vertical blue bar contains five callout boxes with lines pointing to specific elements: 'Create an account' points to the 'Create One' link; 'Type in your Email' points to the email input field; 'Click "Reset Password" to receive a reset email.' points to the 'Reset Password' button; 'Return to login screen' points to the 'Log In' link; and 'Create an account' also points to the 'Create One' link.

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 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. 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 the 'Current Employment Details' form. At the top, there is a progress bar with five steps; the first step is completed (green checkmark) and the second step is the current one (blue circle). The form fields are:

- 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.

At the bottom of the form, there are two buttons: 'Previous' and 'Next step'.

Callout boxes on the right side of the form provide instructions:

- Line 1: Select the school that you are employed at
- Line 2: Select your employment type
- Line 3: Select your current position
- Line 4: Select Yes if you are retiring the current year
- Line 5: After completing this form, click next step

Qualification

The screenshot shows the 'Qualification' form. At the top, there is a progress bar with seven steps; the first two steps are completed (green checkmarks) and the third step is the current one (blue circle). The form fields are:

- + Add Qualification**: A button to add a new qualification.
- None - Please add Qualifications**: Text indicating no qualifications are currently listed.
- NB: Please indicate the highest qualification relevant to the subject that you are applying for**: A note.
- Highest Qualification***: A text input field.
- Level of Degree**: A dropdown menu with the text 'in subject' below it.
- Level of Diploma**: A dropdown menu with the text 'in subject' below it.

At the bottom of the form, there are two buttons: 'Previous' and 'Next step'.

Callout boxes on the right side of the form provide instructions:

- Line 1: Click to add a qualification
- Line 2: Please enter the highest qualification relevant to the subject that you are applying for
- Line 3: Select Level of degree / diploma
- Line 4: After completing this form, click next step

After adding a qualification:

Added qualifications will be listed here

Click here to Edit / Delete the qualification

Teaching Experience

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

Marking Experience
Total Marking Experience for Gr12 NSC Final Examinations*

PLEASE INDICATE THE YEAR AND POSITION IN WHICH YOU WERE APPOINTED - NATIONAL SENIOR CERTIFICATE EXAMINATION ONLY.

[+ Add Marking Experience](#)

Year	Subject/Level/Paper	Position Held	Action
2020	Accounting (Paper 1)	Marker	⋮
2019	Accounting (Paper 1)	Novice Marker	⋮

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	Action
Accounting (Paper 1)	Marker	⋮
Accounting (Paper 2)	Marker	⋮

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.*

Click here to add Subjects that you want to apply for

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.

The screenshot shows a form titled "Upload Required Documents (Recently Certified)". It contains six sections, each with an "Upload file..." button and a 100% progress bar. The sections are: Identity Document (file: ID.png), SACE Certificate (file: SACE.png), Matric Certificate (file: Matric.png), Academic record/transcript of tertiary qualifications (file: AcademicRecord.png), and Most recent GDE salary advice (file: SalaryAdvice.png). A "Next step" button is at the bottom right. Callout boxes on the right provide instructions: "Click to upload your Identity Document.", "Once your document is uploaded you can click on these links to view it.", "Upload your SACE certificate.", "Upload your Matric certificate.", "Upload your Academic record.", "Upload your GDE salary advice.", and "After completing this form, click next step".

Declaration

The screenshot shows a form titled "Declaration". It contains a heading "1. DECLARATION BY APPLICANTS WHO HAVE RELATIVES/ACQUAINTANCES WHO WILL BE WRITING THE 2021 NSC EXAMINATION IN THE SUBJECT APPLIED FOR". Below this are four input fields: "Nature of relationship", "Name and Surname of learner", "Name of Institution of learner", and "Exam Centre Number". A note below the fields says "Where learner will be writing". A callout box on the right says "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.

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

Pass Percentage of Grade 12 learners taught by applicant FOR SUBJECT (NOT SCHOOL AVERAGE)

Year 2020

Year 2019

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.

Pass Percentage of Grade 12 candidates in the district, for subject

Year 2020

Year 2019

FET CURRICULUM SPECIALISTS

Pass Percentage of Grade 12 candidates in the province, for subject

Year 2020

Year 2019

Signature

Agree to the declaration

Read the declaration

School based Educator?

Enter Pass Percentages of Grade 12 learners taught for subject.

FET subject Facilitator?

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

FET Curriculum Specialist?

Enter Pass Percentages of Grade 12 candidates in province for subject.

Draw your signature

Agree to the declaration

Complete the application

Application Status

PayMarker

John Doe
Applicant

Dashboard

Apply For Marking

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		Not Completed
2021-01	Accounting - Paper 2	2021-03-04		Not Completed

Here are your completed applications for each subject.

Here is the Completed % and Status for each subject.

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