

Annexure A.

LINK AND EA (EXAM ASSISTANT) ONLINE PORTAL GUIDELINES

LINK IS AS FOLLOWS:

GUIDELINE FOR EXAM ASSISTANT WEB BASED PROGRAM 2024

Step 1: GO TO your web browser (Google Chrome, Firefox, Microsoft Edge) type <https://www.constantlink.co.za> in the address bar to gain access to the website.

As a first step, you will be creating your own account by clicking "Create Account" as shown below.

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Sign in to your account

Enter your registered email & password to login

Email Address

Password show

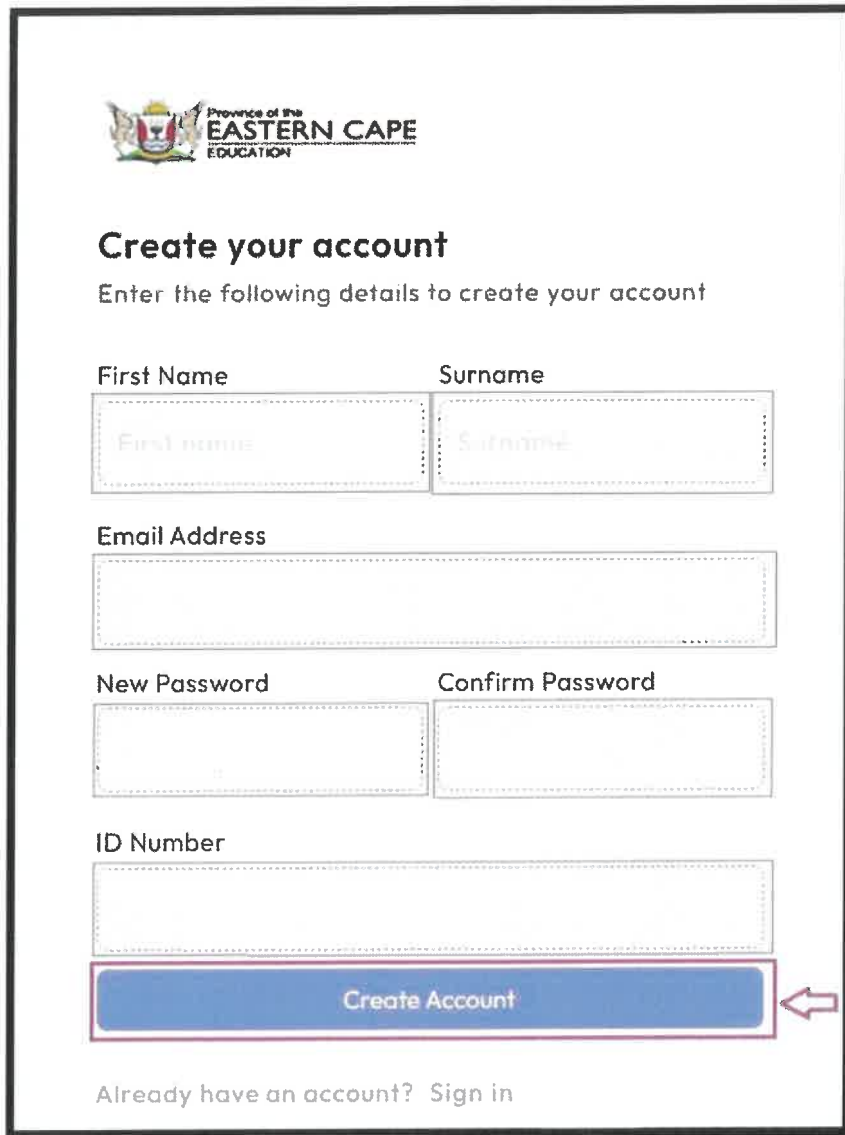
[Remember password](#) [Forgot password?](#)


[Sign in](#)

Don't have account? [Create Account](#) ←

Note: Do not use your last year credential this year. You must "Create Account" first as shown above.

Step 2: Fill your First Name, Surname, **valid email address**, your own password, confirm password and your ID number then “**Create Account**” button as shown below



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Create your account

Enter the following details to create your account

First Name

Surname

Email Address

New Password

Confirm Password

ID Number

Already have an account? [Sign in](#)

Pls Note: Your valid email address is very important, any correspondence from ECDoE can reach you via email only.

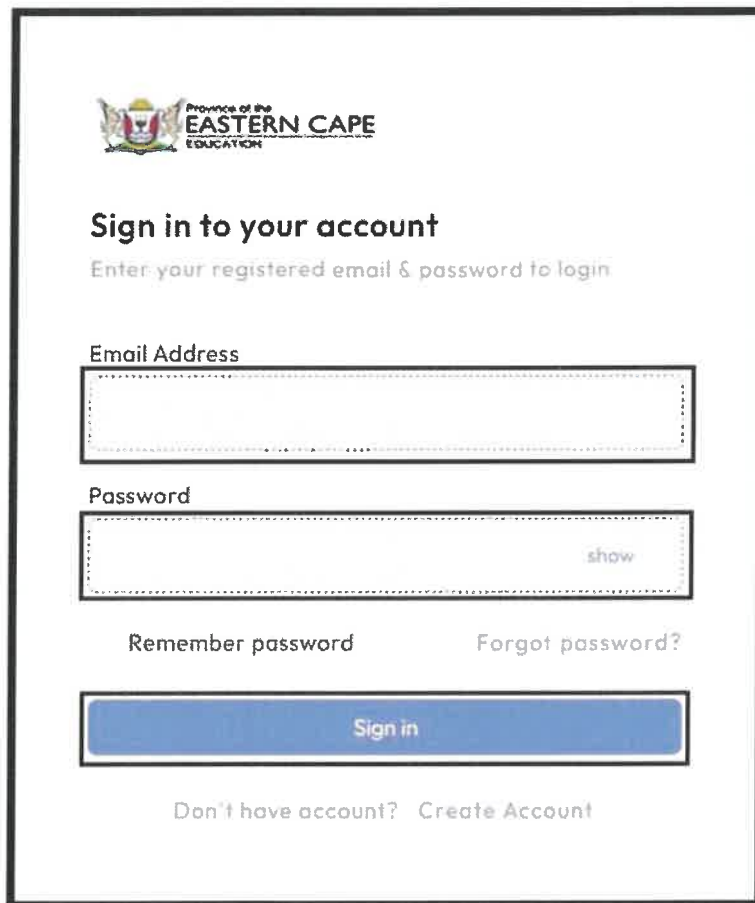
Once account is created, keep you email address & password (which you have set it up) safe, so that you don't need to reset your password again and again.

STEP 3: Once account has been created successfully, you will find the green prompt stats that “Your registration has been successfully completed. **click here** to go back to login page” as shown below.

 
Your registration has been successfully completed. [Click here](#) go back to the login page and login with your email address and password

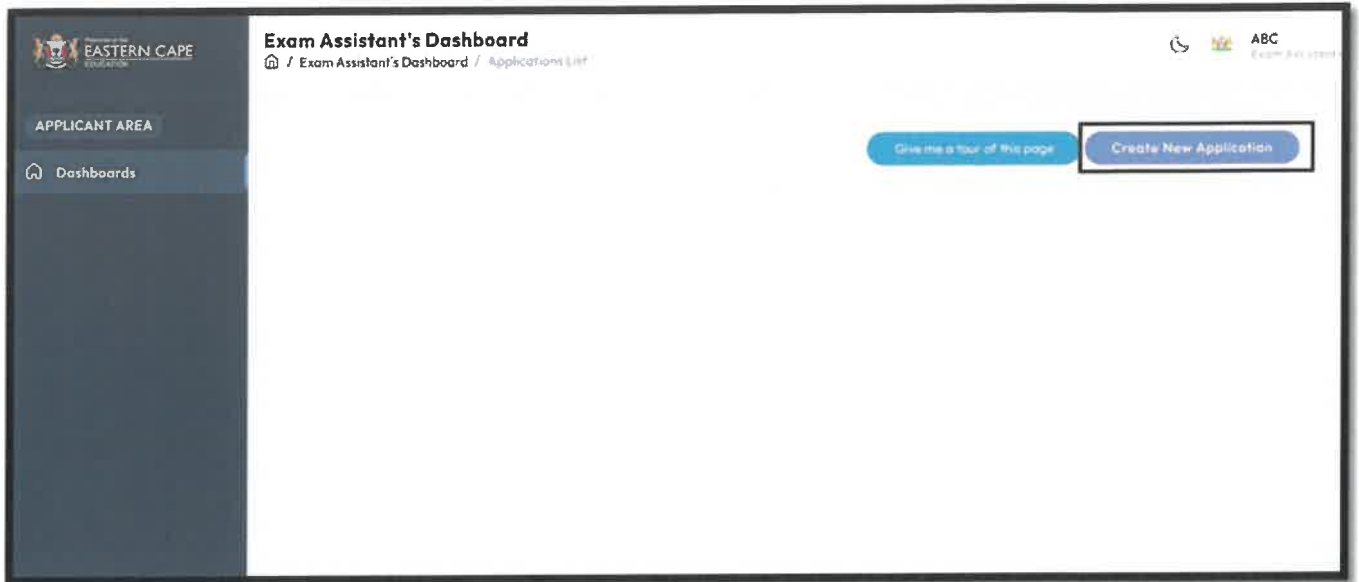
You can now proceed by pressing “Click here” or you can again manually type <https://www.constantlink.co.za> to Login page.

STEP 4: Signin with your email address and password as shown below



The screenshot shows the login interface for the Province of the Eastern Cape Education. At the top left is the province's logo. The main heading is "Sign in to your account" with a subtext "Enter your registered email & password to login". Below this are two input fields: "Email Address" and "Password". The password field includes a "show" button. There are two checkboxes: "Remember password" and "Forgot password?". A blue "Sign in" button is centered below the fields. At the bottom, there is a link: "Don't have account? Create Account".

STEP 5: Once sign in, you will see your dashboard as below, Kindly click “**Create New Application**” button to start your application



STEP 6: Fill all mandatory details to start your application, make sure, you select your education level & marking centre correctly.

Create New Application
POST CREATION OF THIS APPLICATION, YOU WILL BE DIRECTED TO YOUR DASHBOARD FROM WHERE YOU WILL BE ALLOWED TO EDIT THIS APPLICATION.

Fill all mandatory details marked with *

Exam Reference* STEP 1	Education Level* STEP 2
<input type="text" value="Choose..."/>	<input type="text" value="Choose..."/>
Marking Centre* STEP 3	
<input type="text" value="Choose..."/>	
	STEP 4 <input type="button" value="Create Application"/>

STEP 7: After creating your application for a particular marking centre, you will see your blank application which will be waiting for you to fill, so click **“Open Application”** as below

Exam Assistant's Dashboard

[Home](#) / [Exam Assistant's Dashboard](#) / [Applications List](#)

EXAM REFERENCE : 12-2024-NSC

Application Reference : 1715507804

0% completed, All sections of the document are to be updated

Gill College High School

Personal Details



Experience




Qualification




Documents



 Open Application

 Delete Application

STEP 8: Personal Details section - kindly fill all the fields as follow under personal details section, make sure you have filled all the mandatory fields, otherwise the system will never allow you to submit your application.

 Personal Details ✖ Your Profile	First Name * <input type="text" value="ABC"/>	Last Name * <input type="text" value="DEF"/>	ID Number * <input type="text" value="2323232323232"/>	
	Date of Birth * <input type="text" value="dd/mm/yyyy"/>	Email Address * <input type="text" value="test@gmail.com"/>		
	Cellphone 1 * <input type="text" value="Cellphone 1"/>	Cellphone 2 * <input type="text" value="Cellphone 2"/>		
	Address 1 * <input type="text" value="Address 1"/>	Address 2 <input type="text" value="Address 2"/>		Postcode * <input type="text" value="Postcode"/>
Documents ✖ Upload your documents	Marital Status * <input type="text" value="Choose..."/>	SARS Tax Number * <input type="text" value="v"/>		

[Save and go to Qualification](#)

STEP 9: Qualification - kindly fill all the fields as follow under qualification as per your Education Level

For Full – Time Tertiary Student:

Highest Education Level <input type="text" value="Full-Time Tertiary Student"/>	
Institution Name * <input type="text"/>	
Institution Address * <input type="text"/>	
Institution Telephone No. * <input type="text"/>	
Course being studied * <input type="text"/>	
Acaemic Year * <input type="text" value="Choose..."/>	Others, Please specify <input type="text"/>

[Add Qualification & go to Experience](#)

For Tertiary Qualified:

Qualification
Highest Education Level Tertiary Qualified
Institution Name *
Institution Address *
Institution Telephone No. *
Year passed *
Add Qualification & go to Experience

For Grade 12:

Qualification
Highest Education Level Grade 12
Institution Name *
Institution Address *
Institution Telephone No. *
Year passed *
Add Qualification & go to Experience

STEP 10: Experience – In this section, you will be capturing your past year’s experience, if any.

Kindly make sure, you select the correct option under “Do you have prior experience” and proceed completing the section.

- I. If you say “Yes”, then you can proceed with the experience by selecting year, which marking centre and which marking venue then click “Add this experience” button as shown below

New Experience

Do you have prior experience? *

Yes ▾

Year *

Choose... ▾

Marking Centre *

Choose... ▾

Marking Venue *

Choose... ▾

Add this experience

Please indicate how many years of experience you have and proceed to next section.

Once adding your experience (depends on your prior experience), you can then proceed to “Go to Documents” section by clicking as shown below

New Experience

Do you have prior experience? *

Yes ▾

Year *

Choose... ▾

Marking Centre *

Choose... ▾

Marking Venue *

Choose... ▾

Updated Experiences

2021 Delete this Experience

St Johns College SSS
Capturing Point

Add this Experience Go to Documents

- II. If you say “No”, then Year, Marking Centre & Marking Venue will be greyed out as shown below and you can click “Add no experience” and proceed to next section

New Experience

Do you have prior experience? *

No ▾

Year *

Choose... ▾

Marking Centre *

Choose... ▾

Marking Venue *

Choose... ▾

Add no experience

Once your **no experience** is captured then you can proceed to “Go to Documents” section by clicking as shown below

New Experience

Do you have prior experience? *

No ▼

Year *

Choose... ▼

Marking Centre *

Choose... ▼

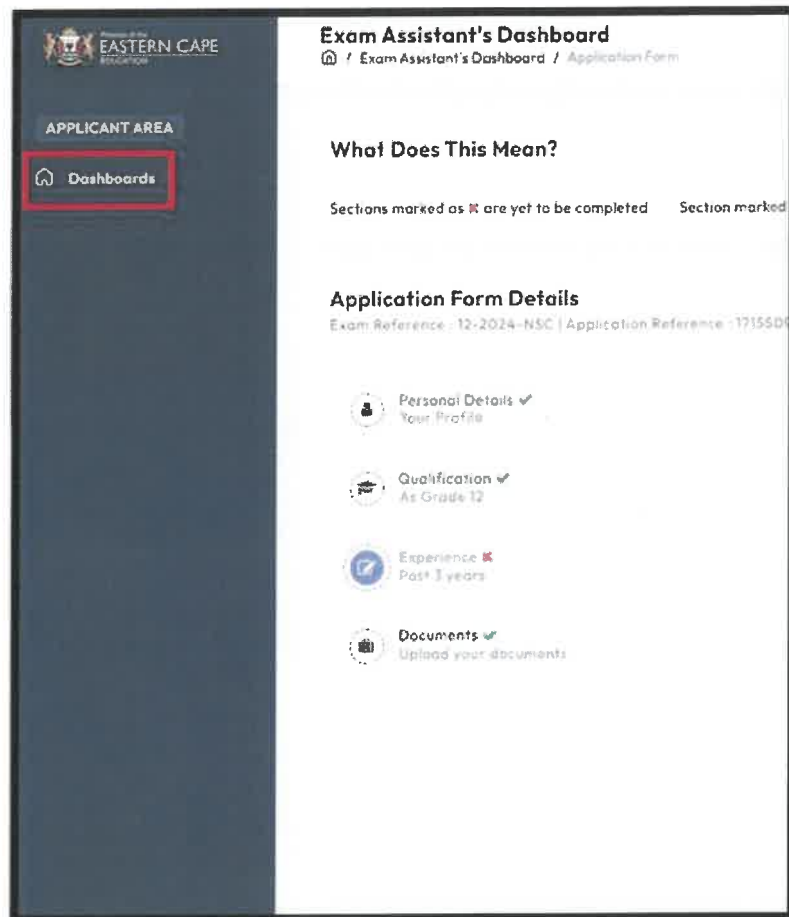
Marking Venue *

Choose... ▼

[Add this Experience](#) [Go to Documents](#)

What happens, if you select “No” and submit by mistake as your prior experience. While you have already experience?

Then you will have to go to your **dashboard** as shown below then click “**Delete Application**” and start from first by **Create New Application**, make sure, you select appropriate option under “Do you have prior experience” this time.



EXAM REFERENCE : 12-2024-NSC

Application Reference : 1715507804

0% completed. All sections of the document are to be updated

Gill College High School

Personal Details



Experience



Qualification



Documents



Open Application

Delete Application

The screenshot shows the 'Exam Assistant's Dashboard' for the Eastern Cape province. The header includes the Eastern Cape logo and the text 'Exam Assistant's Dashboard' with a breadcrumb trail: 'Exam Assistant's Dashboard / Applications List'. On the right side of the header, there are icons for a refresh function, a crown icon, and the text 'ABC' with a small 'Logout' link. A dark blue sidebar on the left is labeled 'APPLICANT AREA' and contains a 'Dashboards' link. The main content area is mostly blank, with two buttons at the top right: 'Give me a tour of this page' and 'Create New Application', the latter of which is highlighted with a red border.

STEP 11: Document section – kindly upload all necessary documents as per your education level

Important Information: Documents certified by SAPS should only be uploaded or else your application will be rejected. Maximum permitted file size is 1 MB (or) 1024 KB.

<p>New Document</p> <p>Select Document*</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Choose... ▾</div>
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Uploaded Files

File to Upload*

Choose File No file chosen

Upload this Document

List of documents per Education Level as below

1. For Grade 12

- ID Copy
- Matric Certificate
- SARS Tax Certificate
- Photo

2. For Full-Time Tertiary Student

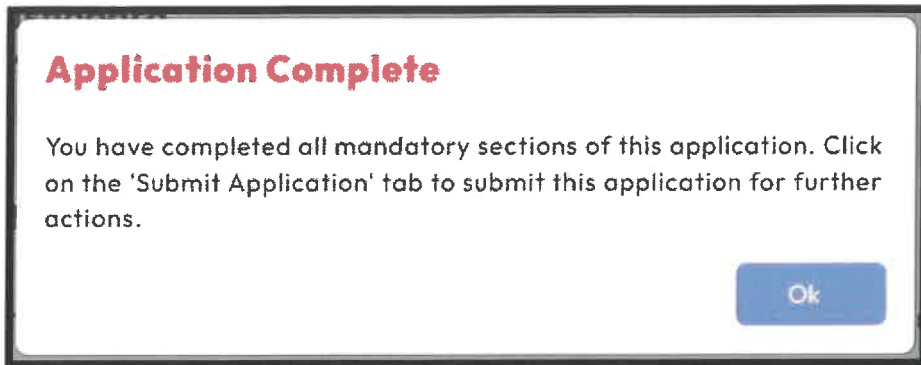
- ID Copy
- Matric Certificate
- SARS Tax Certificate
- Academic Qualification
- Proof of Registration – Statement of Results
- Photo

3. For Tertiary Qualified

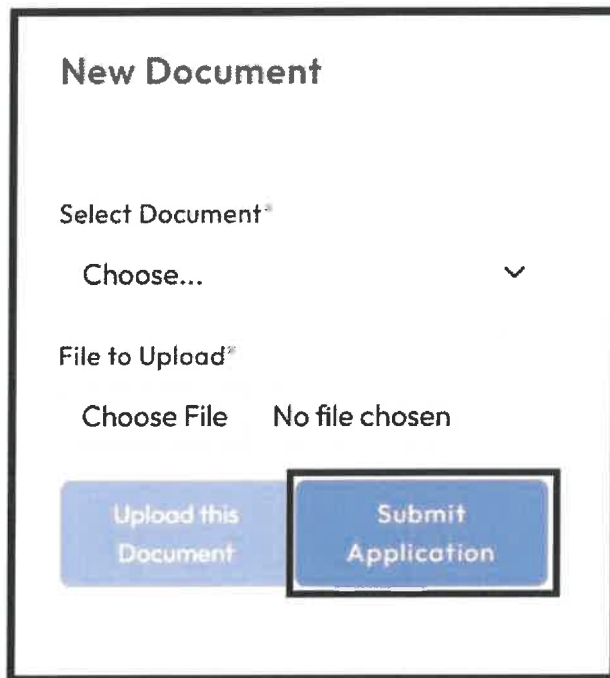
- ID Copy
- Matric Certificate
- Academic Qualification
- SARS Tax Certificate
- Photo

Pls Note: All your documents except your photo needs to be certified by SAPS only. And each file has to be less than of 1MB or 1024KB.

Once all the necessary documents have been submitted, you will be prompted with a message stating that “You have completed all mandatory sections of this application, **click “Submit Application”** to submit this application for further actions”. Click ok



Now click “submit application” as shown below in your document section.



Once again, you will be prompted with the below message

Application Complete

You have completed all mandatory sections of this application. Click on the 'Submit Application' tab to submit this application for further actions.

Ok

Click "Ok" and proceed to declaration page as below

Review Your Details

We strongly recommend that you review the details provided in each section (on the left side) to make yourself comfortable that you have provided adequate, sufficient and accurate information before proceeding to the declaration.

Declaration By The Applicant

Should there be any change in my education level, I will inform the official or the marking centre manager immediately. I understand that incomplete information, missing documents or signatures will lead to automatic disqualification of this application. I hereby declare that all the information supplied in this application is true and correct

Eastern Cape - Department of Education confirms that your personal information will not be shared with anyone outside the department until and unless deemed necessary for the exam assistant selection process and will be destroyed in 7 years as per South Africa's POPI Act 4 of 2013.

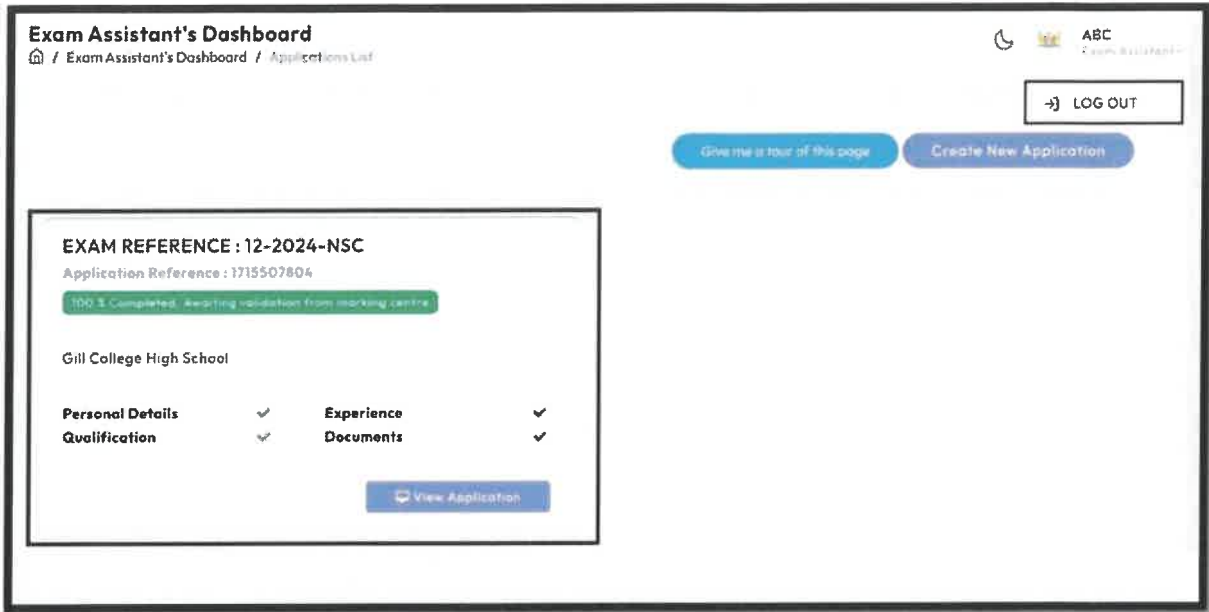
I confirm that I have read and understood the above declaration and I'm aware that I won't be able to make any changes to the application once it is submitted.

Submit this Application

Click the checkbox as above and click "**Submit this Application**"

And you will finish submitting your application successfully for further action by the official.

You will see your application which is successful in your dashboard as shown below



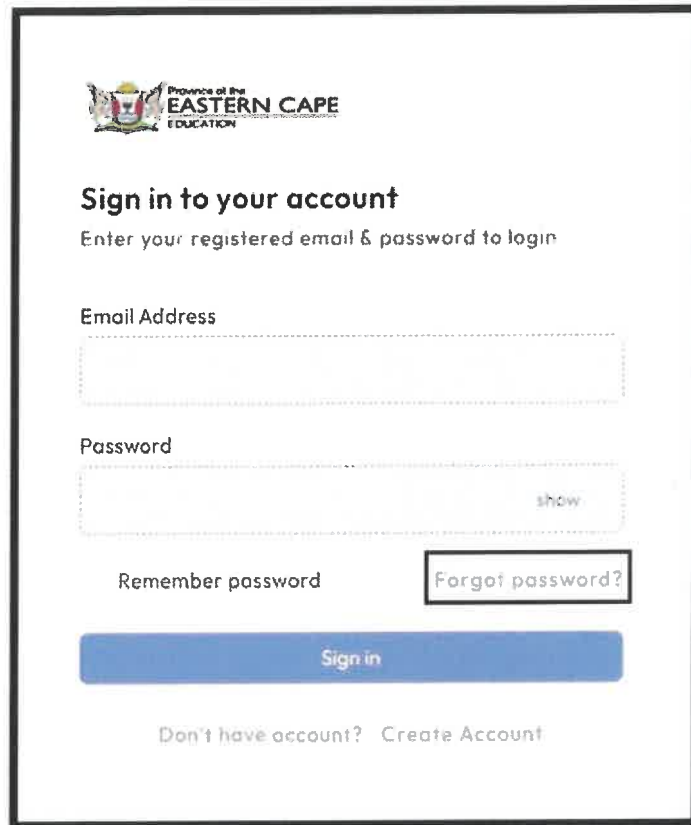
You can now proceed to Logout!!! You have completed your application for this year.

HOW TO RESET YOUR PASSWORD:

Why should I reset my password?

Once account has been created by you, in case, you have forgotten your password, you will need to proceed as follow

Go to <https://www.constantlink.co.za>, click "Forgot Password" link as shown below.



The screenshot shows the login interface for the Eastern Cape Education system. At the top left is the logo for the Province of the Eastern Cape Education. The main heading is "Sign in to your account", followed by the instruction "Enter your registered email & password to login". There are two input fields: "Email Address" and "Password". The "Password" field includes a "show" link. Below the fields are two checkboxes: "Remember password" and "Forgot password?". The "Forgot password?" link is highlighted with a black rectangular box. A blue "Sign in" button is positioned below the checkboxes. At the bottom, there is a link that says "Don't have account? Create Account".

Type your registered email address in the box and click "submit" as below



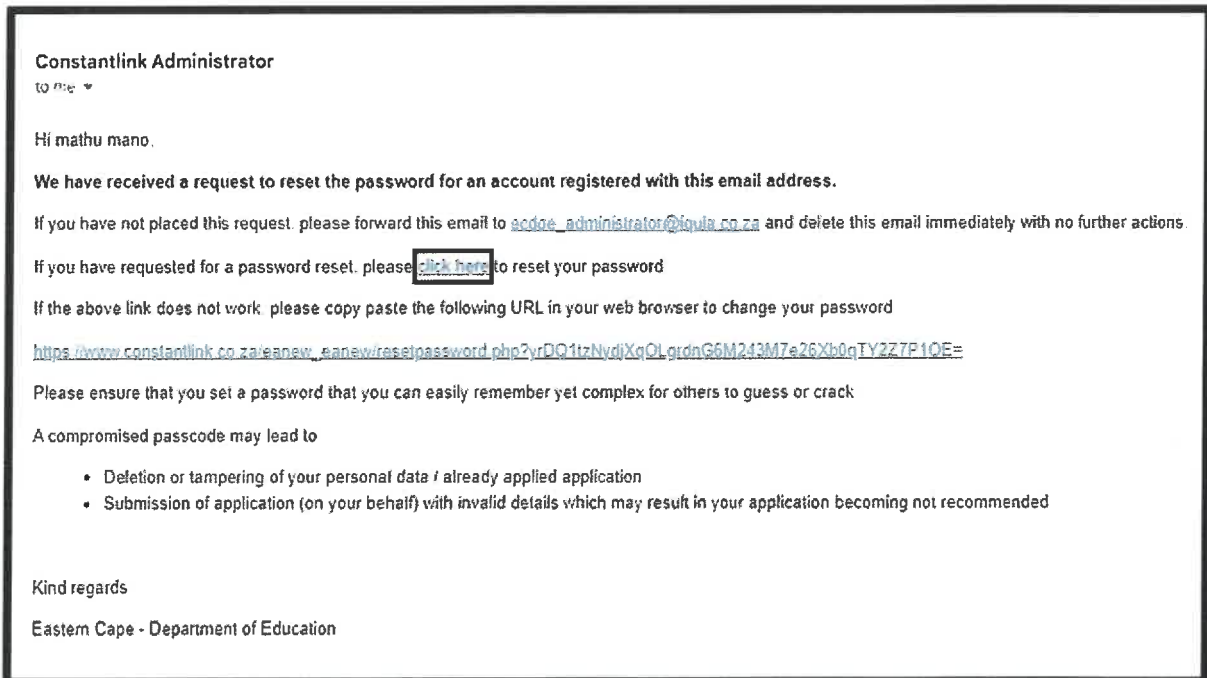

Forgot your password? No worries!
Please provide your registered email address and we will send you an link to reset your password.

Registered Email Address

Type your registered Email Address here....

Submit

Once you submit your request, an email will be sent to your registered email address as shown below from **Constantlink Administrator**, kindly open the email (**check in your Junk or Spam folder as well**) and press **click here** as below.



Constantlink Administrator
to me ▾

Hi mathu mano.

We have received a request to reset the password for an account registered with this email address.

If you have not placed this request, please forward this email to ecode_administrator@iqula.co.za and delete this email immediately with no further actions.

If you have requested for a password reset, please [click here](#) to reset your password

If the above link does not work, please copy paste the following URL in your web browser to change your password

https://www.constantlink.co.za/eanew_eanew/resetpassword.php?yrDQ1tzNydjXqOLgrdnG6M243M7e26Xb0qTY2Z7P1OE#

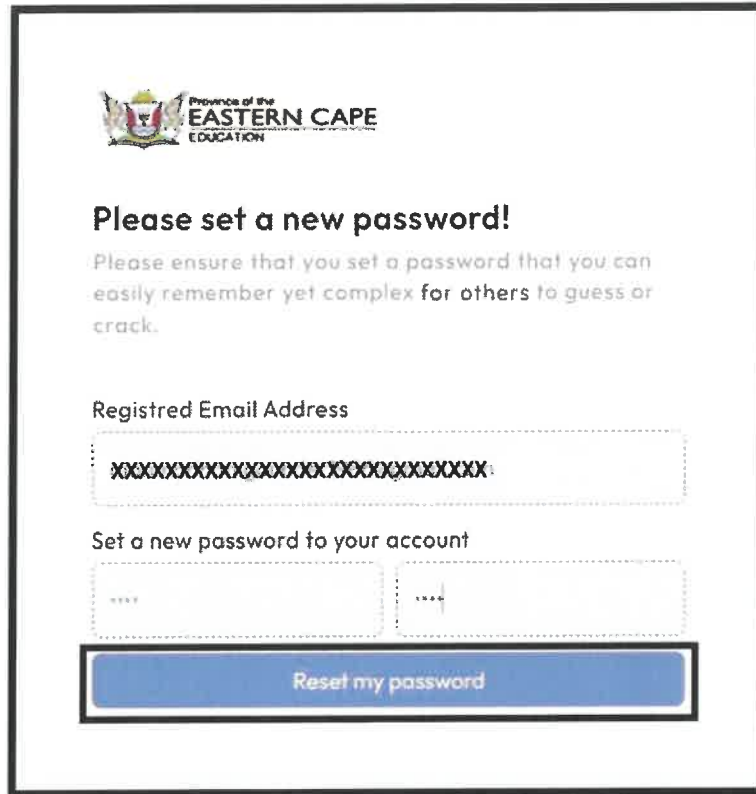
Please ensure that you set a password that you can easily remember yet complex for others to guess or crack

A compromised passcode may lead to

- Deletion or tampering of your personal data / already applied application
- Submission of application (on your behalf) with invalid details which may result in your application becoming not recommended

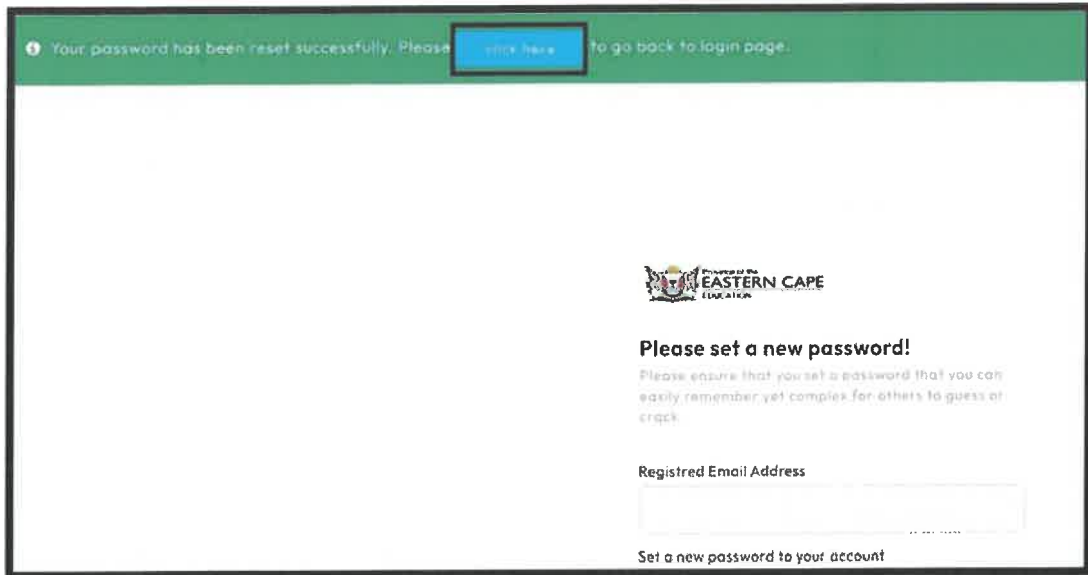
Kind regards
Eastern Cape - Department of Education

The link will take you to a password set page, you then set your new password to your account by providing your new password then confirm that same password and click "Reset my password"



The screenshot shows a web page for the Province of the Eastern Cape Education. At the top left is the province's logo. The main heading is "Please set a new password!". Below this is a sub-heading: "Please ensure that you set a password that you can easily remember yet complex for others to guess or crack." There are three input fields: one for the "Registered Email Address" containing a masked email address, and two for "Set a new password to your account" (password and confirmation). A blue button labeled "Reset my password" is at the bottom.

Once new password set is successful, you will see below prompt, proceed by clicking “Click here” or you can go back to login page by typing <https://www.constantlink.co.za> once you see the green strip on the top.



Your password has been reset successfully. Please [click here](#) to go back to login page.

Province of the EASTERN CAPE EDUCATION

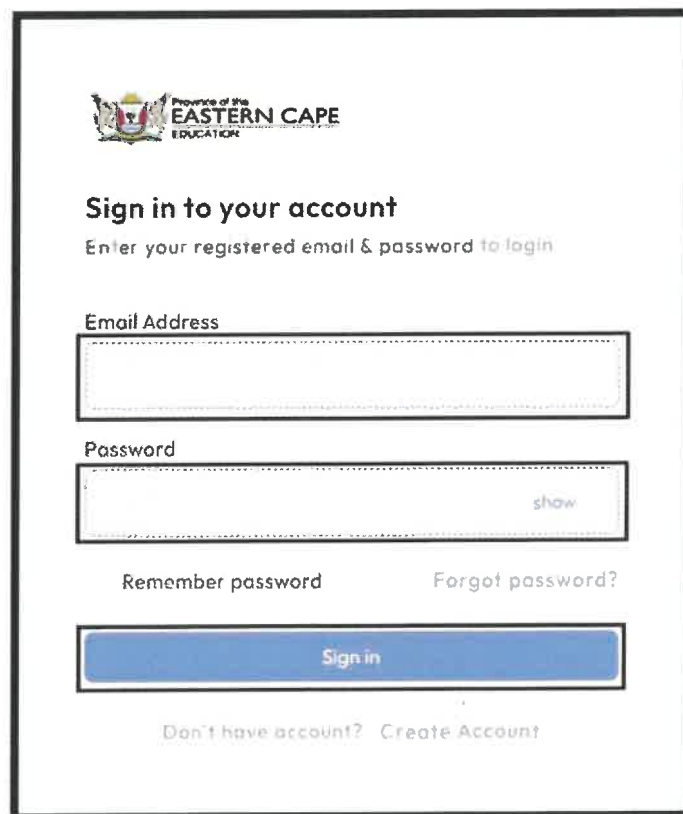
Please set a new password!

Please ensure that you set a password that you can easily remember yet complex for others to guess or crack

Registered Email Address

Set a new password to your account

Now you can proceed logging in with your registered email address and new password then you can carry on with your new or existing application.



Province of the EASTERN CAPE EDUCATION

Sign in to your account

Enter your registered email & password to login

Email Address

Password [show](#)

[Remember password](#) [Forgot password?](#)

[Sign in](#)

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

IMPORTANT INFORMATION:

Exam Assistant online web-based application is only accessible via laptop or desktop efficiently, kindly do not use cell phone to access the site.



THANK YOU!!!