



Examinations Council of Eswatini

P.O. Box 1394
Mbabane
Eswatini

Tel: (+268) 2417 8000
Fax: (+268) 2416 2862
Website: www.examsCouncil.org.sz

Vision: Shaping futures through credible assessments.

Mission: To provide credible customer-centric assessment services that uphold integrity and public trust, through our competent staff and effective stakeholder partnerships, using robust technologies.

ECESWA Markers Portal - User Manual

Introduction

This manual explains how to use the ECESWA Markers Portal. It contains instructions for applicants, officers, PSDR director and administrators.

Registration

1. Open the Register page and enter your email, 13-digit PIN and password.
2. The system checks for a duplicate email or PIN and validates the ID.
3. Where details are available, some fields may be filled in for you.

Bio

Provide names, date of birth, gender and nationality. Verify any prefilled values and save.

Address & Contact

Provide physical address, region, town and mobile number. Mobile number may be verified using an OTP.

Communication

Choose preferred communication channel and provide alternate contact if available.

School Info

Select your school and provide position and years of service.

Qualifications & Attachments

Add qualifications and attach certificates (PDF/JPG/PNG, max 5 MB). Uploaded files can be viewed or removed.

Training

Record any ECESWA training attended.

Submit Application

Download the principal-signed consent form, upload signed copy and submit. Submitted applications are locked for review.

Manager / Officer Guide

Officers review applications, assign marking requests, generate appointment letters and manage subject teams.

PSDR Director Guide



Examinations Council of Eswatini

P.O. Box 1394
Mbabane
Eswatini

Tel: (+268) 2417 8000
Fax: (+268) 2416 2862
Website: www.examsCouncil.org.sz

Vision: Shaping futures through credible assessments.

Mission: To provide credible customer-centric assessment services that uphold integrity and public trust, through our competent staff and effective stakeholder partnerships, using robust technologies.

ECESWA Markers Portal - User Manual

Director-level users can view reports, exports and activity logs for oversight.

Administrator Guide

Administrators manage users, subjects, window overrides and notifications. Use the admin area for configuration tasks.

Support

For technical support contact: itsupport@examsCouncil.org.sz or call 2417 8000 during office hours (Mon-Fri 08:00-16:00).