



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

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TO:

**PROVINCIAL HEADS OF EXAMINATIONS
CHIEF EXECUTIVE OFFICERS – FET PUBLIC AND PRIVATE COLLEGES
EXAMINATION CENTRE MANAGERS
EXAMINERS AND MODERATORS
TECHNISA
UMALUSI**

EXAMINATION INSTRUCTION NO. 19 OF 2008

REMUNERATION FOR EXAMINATION-RELATED DUTIES WITH EFFECT FROM 1 JULY 2008

1. IMPORTANT INFORMATION

REMUNERATION FOR THE PERFORMANCE OF EXAMINATION-RELATED DUTIES

- (a) This remuneration is only applicable to examiners and moderators responsible for instructional offerings set under Report 190 and 191 (NATED) of the National Policy regarding Further Education and Training Programmes.
- (b) Attached are the revised tariffs for examination-related duties with effect from 1 July 2008.
- (c) Please take note that no education institution has the authority to deviate from these tariffs.
- (d) Refer to the Personnel Administration Measures (PAM) determined by the Minister of Education in terms of Employment of Educators Act, 1998, Chapter E.
- (e) Only a person who has been appointed by the Provincial Education Departments and the Department of Education to perform the examination-related duties in respect of a public examination shall be remunerated for the actual work done in respect of a specific category of examination-related work.
- (f) In order to calculate an official's remuneration for examination-related work the corresponding remuneration tariff, as it applied on the day that the work should have been completed, must be used.

2. All enquiries should be directed to the above-mentioned address.

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CHIEF DIRECTOR: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

DATE: 2008-08-18

DEPARTMENT OF EDUCATION

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

REMUNERATION FOR THE PERFORMANCE OF
EXAMINATION-RELATED DUTIES
EFFECTIVE FROM
1 JULY 2008

In order to calculate a person's remuneration for examination-related work, the tariff is applied on the day that the work should have been completed, must be used.

STANDARD TARIFF:

LEVEL I: R118.25
LEVEL II: R153.70
LEVEL III: R177.35

APPROVED POLICY - CONDITIONS OF SERVICES REGARDING PERSONS WHO PERFORM DUTIES IN RESPECT OF FET COLLEGE EXAMINATIONS

INVIGILATION WORK

NOTE: No remuneration will apply to persons conducting invigilation at their own institutions or in situations that are regarded as being part of their official duties.

The Chief Directorate: National Examinations, Assessment and Measurement is not responsible for the payment of invigilators. This remuneration is an indication of the authorised tariff.

R106.45 for an invigilator per examination session irrespective of the duration.

R70.95 for an assistant invigilator per examination session irrespective of the duration.

APPROVED POLICY - CONDITIONS OF SERVICE REGARDING PERSONS WHO PERFORM DUTIES IN RESPECT OF PUBLIC EXAMINATIONS

SETTING, TRANSLATING AND MODERATION OF QUESTION PAPERS

LEVEL	SETTING OF QUESTION PAPERS AND MEMORANDUM						TRANSLATION OF QUESTION PAPER AND MEMORANDUM						MODERATING OF QUESTION PAPER AND MEMORANDUM					
	DURATION OF QUESTION PAPER (HOURS)						DURATION OF QUESTION PAPER (HOURS)						DURATION OF QUESTION PAPER (HOURS)					
	1.5 R	2 R	2.5 R	3 R	4 R		1.5 R	2 R	2.5 R	3 R	4 R		1.5 R	2 R	2.5 R	3 R	4 R	
1. (NC(OR)) N1, N2 and NIC	1419.00	1892.00	2365.00	2838.00	3784.00		177.40	236.50	295.65	354.75	473.00		319.30	425.70	532.15	638.55	851.40	
2. N3, NSC and N4	1844.40	2459.20	3074.00	3688.80	4918.40		230.55	307.40	384.25	461.10	614.80		415.00	553.30	691.65	830.00	1106.65	
3. N5, N6 and higher	2128.20	2837.60	3547.00	4256.40	5675.20		266.05	354.70	443.40	532.05	709.40		478.85	638.45	798.10	957.70	1276.90	

GUIDELINE TARIFFS PER ANSWER BOOK

ANNEXURE A (PAGE 1)

TRANSFORMATION TABLE FOR CALCULATING NUMBER OF HOURS CLAIMED TO NUMBER OF ANSWER BOOKS MARKED

MARKING AND MODERATING OF ANSWER BOOKS

LEVEL		MARKERS: FOR THE MARKING OF ANSWER BOOKS						INTERNAL MODERATORS: FOR MODERATING 10% OF THE MARKED ANSWER BOOKS						
		RATE PER ANSWER BOOK						RATE PER ANSWER BOOK						
		DURATION OF QUESTION PAPER (HOURS)						DURATION OF QUESTION PAPER (HOURS)						
		1.5	2.0	2.5	3	4		1.5	2.0	2.5	3	4		
	R	R	R	R	R	R	R	R	R	R	R	R	R	R
1.	(NC(OR)) *N1,N2	8.85	11.80	14.80	17.75	23.65		10.65	14.20	17.75	21.30		28.40	
2.	N3, NSC AND N4	11.50	15.35	19.20	23.05	30.75		13.85	18.45	23.05	27.65		36.90	
3.	N5, N6 and higher	13.30	17.75	22.15	26.60	35.45		15.95	21.30	26.60	31.90		42.55	

* Only applicable to Natural Sciences Studies (exceptional cases) and Agriculture Courses

GUIDELINE TARIFFS PER ANSWER BOOK

TRANSFORMATION TABLE FOR CALCULATING NUMBER OF HOURS CLAIMED TO NUMBER OF ANSWER BOOKS MARKED

REMARKING OF ANSWER BOOKS

LEVEL		REMARKING OF ANSWER BOOKS ON APPEAL						
		RATE PER ANSWER BOOK						
		DURATION OF QUESTION PAPER (HOURS)						
		1.5	2	2.5	3	4		
		R	R	R	R	R		
1.	(NC(OR))N1, N2 AND NIC	17.75	23.65	29.55	35.45	47.30		
2.	N3, NSC AND N4	23.05	30.75	38.40	46.10	61.50		
3.	N5, N6 and higher	26.60	35.45	44.35	53.20	70.95		

SEE NEXT PAGE FOR EXCEPTIONAL CASES (pages 6 and 7)

GUIDELINE TARIFFS PER ANSWER BOOK

ANNEXURE A (PAGE 3)

TRANSFORMATION TABLE FOR CALCULATING NUMBER OF HOURS CLAIMED TO NUMBER OF ANSWER BOOKS MARKED * FOR EXCEPTIONAL CASES ONLY

MARKING AND MODERATING ANSWER BOOKS

	LEVEL	MARKERS: FOR MARKING OF ANSWER BOOKS							INTERNAL MODERATOR: FOR MARKING 10% OF THE MARKED ANSWER BOOKS						
		RATE PER ANSWER BOOK DURATION OF QUESTION PAPER PER HOUR							RATE PER ANSWER BOOK DURATION OF QUESTION PAPER PER HOUR						
		1.5	2.0	2.5	3	4			1.5	2	2.5	3	4		
			R	R	R	R			R	R	R	R	R		
1.	*N2, BUSINESS ENGLISH N2 COMPUTER PRACTICE N2 SAKEAFRIKAANS N2								14.20	18.90	23.65	28.40	37.85		
2.	COMMUNICATION/KOMMUNIKASIE NCOR	11.80	15.75	19.70	23.65	31.55			14.20	18.90	23.65	28.40	37.85		
3.	*NSC, N3 AND N4 APPLIED ACCOUNTING NSC/N3 BUSINESS ENGLISH N3 SAKEAFRIKAANS N3 COMMUNICATION/KOMMUNIKASIE COMPUTERISED FINANCIAL SYSTEMS N4 FINANCIAL ACCOUNTING N4 INLEIDENDE KOMMUNIKASIE N4 INTRODUCTORY ACCOUNTING N4 INTRODUCTORY COMMUNICATION N4 MANAGEMENT COMMUNICATION N4														
4.	*N5 AND N6 COMMUNICATION/KOMMUNIKASIE FINANCIAL ACCOUNTING N5 FINANCIAL ACCOUNTING N6	15.35	20.50	25.60	30.75	41.00			18.45	24.60	30.75	36.90	49.20		
		17.75	23.65	29.55	35.45	47.30			21.30	28.35	35.45	42.55	56.75		
5.	*NSC, N3 AND N4 COMPUTER PRACTICE INFORMATION PROCESSING INTRODUCTORY COMPUTER PRACTICE INTRODUCTORY INFORMATION PROCESSING	23.05	30.75	38.45	46.10	61.50			27.65	36.90	46.10	55.35	73.80		
6.	*N5 AND N6 COMPUTER PRACTICE INFORMATION PROCESSING	26.60	35.45	44.35	53.20	70.95			31.90	42.55	53.20	63.85	85.15		

GUIDELINE TARIFFS PER ANSWER BOOK

TRANSFORMATION TABLE FOR CALCULATING NUMBER OF HOURS CLAIMED TO NUMBER OF ANSWER BOOKS MARKED

* FOR EXCEPTIONAL CASES ONLY

REMARKING ANSWER BOOKS

REMARKING ANSWER BOOKS	LEVEL	MARKING OF ANSWER BOOKS				
		RATE PER ANSWER BOOK DURATION OF QUESTION PAPER (HOURS)				
		1.5	2	2.5	3	4
			R	R	R	R
1.	*N2, BUSINESS ENGLISH N2 COMPUTER PRACTICE N2 SAKEAFRIKAANS N2 COMMUNICATION/KOMMUNIKASIE NC(OR)	17.75	23.65	29.55	35.45	47.30
2.	*NSC, N3 AND N4 APPLIED ACCOUNTING NSC/N3 BUSINESS ENGLISH N3 SAKEAFRIKAANS N3 COMMUNICATION/KOMMUNIKASIE COMPUTERISED FINANCIAL SYSTEMS N4 FINANCIAL ACCOUNTING N4 INLEIDENDE KOMMUNIKASIE N4 INTRODUCTORY ACCOUNTING N4 INTRODUCTORY COMMUNICATION N4 MANAGEMENT COMMUNICATION N4 *NSC, N3 AND N4 COMPUTER PRACTICE INFORMATION PROCESSING INTRODUCTORY COMPUTER PRACTICE INTRODUCTORY INFORMATION PROCESSING	23.05	30.75	38.40	46.10	61.50
3.	*N5 AND N6 COMMUNICATION/KOMMUNIKASIE FINANCIAL ACCOUNTING N5 FINANCIAL ACCOUNTING N6 *N5 AND N6 COMPUTER PRACTICE INFORMATION PROCESSING	26.60	35.45	44.35	53.20	70.95

ANNEXURE B

APPROVED POLICY - CONDITIONS OF SERVICE REGARDING PERSON WHO PERFORM DUTIES IN RESPECT OF PUBLIC EXAMINATIONS

MARKERS, INTERNAL MODERATORS, MARKING CENTRE MANAGERS, DEPUTY MARKING CENTRE MANAGERS AND EXAMINATION ASSISTANTS

TRAVEL AND SUBSISTENCE EXPENSES:

MARKING CENTRE MANAGER	DEPUTY MARKING CENTRE MANAGER	EXAMINATION ASSISTANT	TRAVEL ALLOWANCE: THE MAXIMUM DISTANCE FOR WHICH A PERSON MAY CLAIM WHO TRAVELS DAILY BETWEEN HIS/HER HOME AND THE MARKING CENTRE, IS 75 KM PER TRIP (150 KM PER RETURN JOURNEY) TRAVEL ALLOWANCE: FOR MARKERS/ INTERNAL MODERATORS	MEAL ALLOWANCE: IF NO MEALS ARE PROVIDED, THIS ALLOWANCE IS PER DAY FOR AT LEAST 5 HOURS WORKED	MEAL ALLOWANCE: PEOPLE WHO STAY OVER MAY CLAIM AN OVERNIGHT MEAL ALLOWANCE. THIS ALLOWANCE IS PER DAY FOR AT LEAST 5 HOURS WORKED	ACCOMMODATION: IF NO ACCOMMODATION IS PROVIDED BY THE DEPARTMENT AND PRIVATE ACCOMMODATION IS APPROVED BY THE DEPARTMENT
ONE PERSON PER MARKING CENTRE						
PER ANSWER BOOK	PER ANSWER BOOK	PER ANSWER BOOK	PER KM	PER DAY	PER DAY	PER NIGHT
R	R	R	R	R	R	R
1.15	0.77	0.31	1.54	46.10	76.85	122.95
Marking Centre Claim = Number of Scripts x R0.31						