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**CONTENTS · INHOUD**

<i>No.</i>		<i>Page No.</i>	<i>Gazette No.</i>
<b>GOVERNMENT NOTICE</b>			
<b>Higher Education and Training, Department of</b>			
<i>Government Notice</i>			
100	Employment of Educators Act (1998): Remuneration for examination related work.....	3	35025

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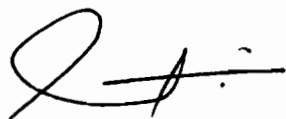
**GOVERNMENT NOTICE**

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**DEPARTMENT OF HIGHER EDUCATION AND TRAINING****No. 100****9 February 2012****REMUNERATION FOR EXAMINATION-RELATED WORK**

I, Gwebinkundla Qonde, Director-General of the Department of Higher Education and Training, have in terms of section 4 of the Employment of Educators Act, 1998 give notice that:

The conditions of service for FET College lecturers and Public Adult Learning Centre practitioners involved in examination-related work be improved with effect from 1 November 2011 and in line with the remuneration tariffs as set out in the Schedule A, Schedule B, Schedule C and Schedule D.



Gwebinkundla Qonde

Director-General

Department of Higher Education and Training

Date: 03/02/2012

**GOVERNMENT NOTICE****DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

NO.

November 2011

**REMUNERATION FOR EXAMINATION-RELATED WORK**

I, Gwebinkundla Qonde, Director-General of the Department of Higher Education and Training, have in terms of section 4 of the Employment of Educators Act, 1998 give notice that the following shall be the functions and tariffs for examination-related work at National level.

**TARIFFS AND FUNCTIONS FOR EXAMINATION-RELATED WORK AT NATIONAL LEVEL****1. PURPOSE OF THIS NOTICE**

The purpose of this notice is to publish annually revised tariffs for persons who perform duties in respect of Public Examinations at National Level.

**2. SCOPE OF THIS NOTICE**

This notice applies to all the relevant employees who are employed by Public Further Education and Training Colleges and at Public Adult Education and Training Centres.

**3. BACKGROUND TO AND RATIONALE FOR THE NOTICE**

The Department appoints and remunerates examiners, moderators and translators for all FET College and AET examinations.

Similarly, the Department appoints and remunerates marking officials for FET College examinations.

Tariffs for examination-related work are reviewed on an annual basis to ensure alignment with the Personnel Administrative Measures (PAM).

**4. THE FOLLOWING AMENDMENTS MUST BE MADE:**

- 4.1 The Personnel Administration Measures (PAM) need to be amended by the review of the existing tariffs for the compensation for Examination Related Work with the measures as set out in Schedules A to D.
- 4.2 The tariffs as set out in Schedules A to D are applicable from November 2011, and shall be adjusted in line with the annual salary adjustments of each year.

## **SCHEDULE A**

### **TARIFFS APPLICABLE TO THE PERFORMANCE OF EXAMINATION-RELATED DUTIES FOR REPORT 190/1 PROGRAMMES**

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: R165.60

LEVEL II: R215.30

LEVEL III: R248.40

## **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: Examinations and Assessment is not responsible for the payment of invigilators. This remuneration is an indication of the authorised tariff.

R149.05 for an invigilator per examination session irrespective of the duration.

R99.40 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	2	2.5	3	4	1.5	2	2.5	3	4	1.5	2	2.5	3	4
		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
1.	N1 AND N2	1987.20	2649.60	3312.00	3974.40	5299.20	248.40	331.20	414.00	496.80	662.40	447.10	596.15	745.20	894.25	1192.30
2.	N3, NSC AND N4	2583.75	3444.80	4306.00	5167.20	6889.60	322.95	430.60	538.25	645.90	861.20	581.30	775.10	968.85	1162.60	1550.15
3.	N5 AND N6	2980.80	3974.40	4968.00	5961.60	7948.80	372.60	496.80	621.00	745.20	993.60	670.70	894.25	1117.80	1341.35	1788.50



## GUIDELINE TARIFFS PER ANSWER BOOK

### 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	
1.	N2	12.40	16.55	20.75	24.85	33.15	14.90	19.85	24.85	29.80	39.75
2.	N3, NSC AND N4	16.15	21.55	26.95	32.30	43.05	19.35	25.85	32.30	38.75	51.65
3.	N5 AND N6	18.65	24.85	31.05	37.25	49.70	22.35	29.80	37.25	44.70	59.60

**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.	N2	24.85	33.10	41.10	49.70	66.25
2.	N3, NSC AND N4	32.30	43.05	53.80	64.60	86.10
3.	N5 AND N6	37.25	49.70	62.10	74.50	99.35

**SEE NEXT 2 PAGES FOR EXCEPTIONAL CASES**

**GUIDELINE TARIFFS PER ANSWER BOOK**

**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	R	
1.	*NSC, N3 AND N4 APPLIED ACCOUNTING NSC/N3 BUSINESS ENGLISH N3 SAKEAFRIKAANS N3 COMMUNIKASIE/KOMMUNIKASIE COMPUTERISED FINANCIAL SYSTEMS N4 FINANCIAL ACCOUNTING N4 INLEIDENDE KOMMUNIKASIE N4 INTRODUCTORY ACCOUNTING N4 INTRODUCTORY COMMUNICATION N4 MANAGEMENT COMMUNICATION N4	21.55	28.70	35.90	43.05	57.40	25.85	34.45	43.05	51.65	68.90
2.	*N5 AND N6 COMMUNIKASIE/KOMMUNIKASIE FINANCIAL ACCOUNTING N5 FINANCIAL ACCOUNTING N6	24.85	33.10	41.10	49.70	66.25	29.80	39.75	49.25	59.60	79.50
3.	*NSC, N3 AND N4 COMPUTER PRACTICE INFORMATION PROCESSING INTRODUCTORY COMPUTER PRACTICE INTRODUCTORY INFORMATION PROCESSING	32.30	43.05	53.80	64.60	86.10	38.75	51.65	64.60	77.50	103.35
4.	*N5 AND N6 COMPUTER PRACTICE INFORMATION PROCESSING	37.25	49.70	62.10	74.50	99.35	44.70	59.60	74.50	89.40	119.25

**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**

LEVEL	RE-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. *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	32.30	43.05	53.80	64.60	86.10
2. *N5 AND N6 COMMUNICATION/KOMMUNIKASIE FINANCIAL ACCOUNTING N5 FINANCIAL ACCOUNTING N6 *N5 AND N6 COMPUTER PRACTICE INFORMATION PROCESSING	37.25	49.70	62.10	75.50	99.35

**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 ONE PERSON PER MARKING CENTRE	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
PER HOUR	PER HOUR	PER HOUR	PER KM	PER DAY	PER DAY	PER NIGHT
R	R	R	R	R	R	R
161.50	107.65	43.05	2.16	64.65	107.65	172.30
OR						
PER ANSWER BOOK	PER ANSWER BOOK	PER ANSWER BOOK				
R	R	R				
1.61	1.07	0.43				

**SCHEDULE B**

**TARIFFS APPLICABLE TO THE PERFORMANCE OF EXAMINATION-RELATED DUTIES FOR NATIONAL CERTIFICATES (VOCATIONAL) AT NATIONAL LEVEL**

## NATIONAL CERTIFICATE (VOCATIONAL)

### TARIFFS FOR EXAMINATION-RELATED WORK

#### 1. Tariffs relating to setting of question papers

##### (a) Examiners

Level 1: Examination-related work in respect of National Certificate (Vocational) instructional offerings lower than that mentioned in Level 2 – NQF Level 1, 2 and 3

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R2 567.55	R3 851.35	R5 134.10	R6 418.85	R7 702.65	R10 270.25

Level 2: Examination-related work in respect of instructional offering for National Certificate (Vocational) - NQF Level 4

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R3 337.85	R5 006.75	R6 675.65	R8 344.55	R10 013.45	R13 351.25

##### (b) Chief Examiners

Level 1: Examination-related work in respect of National Certificate (Vocational) instructional offerings lower than that mentioned in Level 2 – NQF Level 1, 2 and 3

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R2 824.35	R5 123.40	R6 831.10	R8 538.90	R10 246.70	R13 660.60

Level 2: Examination-related work in respect of instructional offering for National Certificate (Vocational) - NQF Level 4

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R3 671.60	R5 507.45	R7 343.20	R9 179.00	R11 014.80	R14 686.40

(c) Moderators

Level 1: Examination-related work in respect of National Certificate (Vocational) instructional offerings lower than that mentioned in Level 2 – NQF Level 1, 2 and 3

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R3 851.35	R5 777.00	R7 702.70	R9 628.30	R11 553.95	R15 405.30

Level 2: Examination-related work in respect of instructional offering for National Certificate (Vocational) - NQF Level 4

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R4 038.75	R6 058.15	R8 077.50	R10 096.90	R12 116.25	R16 155.00

(d) Translators: Levels 1 and 2

New tariff: 75 cents per word for all translators

Note: The Department will appoint translators on behalf of panels and only those translators who receive official letters of appointment will be remunerated.



## 2. Tariffs relating to marking of answer books

### (a) Marking and control marking

Level 2: Examination-related work in respect of instructional offering for National Certificate (Vocational) - NQF Level 4

Duration of Paper	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff per answer book	R16.15	R21.55	R26.95	R32.30	R43.05

### (b) Internal Moderator

Level 2: Examination-related work in respect of instructional offering for National Certificate (Vocational) - NQF Level 4

Duration of Paper	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff per answer book	R19.35	R25.85	R32.30	R38.75	R51.65

### (c) Re-marking of scripts

Level 2: Examination related work in respect of instructional offering for National Certificate (Vocational) - NQF Level 4

Duration of Paper	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff per answer book	R32.30	R43.05	R53.80	R 64.60	R86.10

(d) Marking Centre

Designation	Marking Centre Manager	Deputy Marking Centre Manager	Examination Assistants
Tariff per Hour	R161.50	R107.65	R43.05

3. Allowances –

Travel Allowance	Meal Allowance IF NO MEALS ARE PROVIDED, THIS ALLOWANCE IS PER DAY FOR AT LEAST 5 HOURS WORKED	Accommodation Allowance	Meal Allowance PEOPLE WHO STAY OVER MAY CLAIM AN OVERNIGHT MEAL ALLOWANCE. THIS ALLOWANCE IS PER DAY FOR AT LEAST 5 HOURS WORKED
R2.16	R64.65	R172.65	R107.65
Per km	Per day	Per day	Per day

**Note:**

The travel and meal allowances are only payable if the Department does not provide transport or meals. Officials claiming Accommodation Allowance cannot claim for meals.

## **SCHEDULE C**

# **TARIFFS APPLICABLE TO THE PERFORMANCE OF EXAMINATION-RELATED DUTIES FOR ADULT EDUCATION AND TRAINING AT NATIONAL LEVEL**

## ADULT EDUCATION AND TRAINING

### TARIFFS FOR EXAMINATION-RELATED WORK

#### 1. Tariffs relating to setting of question papers

##### (a) Examiners

Level 1: Examination related work in respect of instructional offering lower than that mentioned in Level 2 – NQF Level 1, 2 and 3

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R2 567.55	R3 851.35	R5 135.10	R6 418.85	R7 702.65	R10 270.25

Level 2: Examination related work in respect of instructional offering for National Certificate (Vocational) - NQF Level 4

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R3 337.85	R5 006.75	R6 675.65	R8 344.55	R10 013.45	R13 351.25

##### (b) Chief Examiners

Level 1: Examination related work in respect of instructional offering lower than that mentioned in Level 2 – NQF Level 1, 2 and 3

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R2 824.35	R5 123.40	R6 831.10	R8 538.90	R10 246.70	R13 660.60

Level 2: Examination related work in respect of instructional offering for National Certificate (Vocational) - NQF Level 4

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R3 671.60	R5 507.45	R7 343.20	R9 179.00	R11 014.80	R14 686.40

(c) Moderators

Level 1: Examination related work in respect of instructional offering lower than that mentioned in Level 2 – NQF Level 1, 2 and 3

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
Tariff	R3 851.35	R5 777.00	R7 702.70	R9 628.30	R11 553.95	R15 405.30

Level 2: Examination related work in respect of instructional offering for National Certificate (Vocational) - NQF Level 4

Duration of Paper	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
New Tariff	R4 038.75	R6 058.15	R8 077.50	R10 096.90	R12 116.25	R16 155.00

(d) Translators: Levels 1 and 2

New tariff: 75 cents per word for all translators

Note: The Department will appoint translators on behalf of panels and only those translators who receive official letters of appointment will be remunerated.

**2. Allowances**

Travel Allowance	Meal Allowance IF NO MEALS ARE PROVIDED, THIS ALLOWANCE IS PER DAY FOR AT LEAST 5 HOURS WORKED	Accommodation Allowance	Meal Allowance PEOPLE WHO STAY OVER MAY CLAIM AN OVERNIGHT MEAL ALLOWANCE. THIS ALLOWANCE IS PER DAY FOR AT LEAST 5 HOURS WORKED
R2.16	R64.65	R172.65	R107.65
Per km	Per day	Per day	Per day

Note:

The travel and meal allowances are only payable if the Department does not provide transport or meals. Officials claiming Accommodation Allowance cannot claim for meals.

**SCHEDULE D**

**TARIFFS APPLICABLE TO PERSONS APPOINTED ON A CONTRACT  
BASIS TO PERFORM SPECIALIZED FUNCTIONS RELATING TO  
EXAMINATIONS**

In addition to the categories of persons listed in the PAM, there is a need to appoint persons with specialized expertise to perform functions related to public examinations on a short term-basis. These functions which demand professional skills relate to:

- (a) Monitoring of examinations and do site base assessment
- (b) Investigate examination irregularities
- (c) Quality assure examination question papers
- (d) Adaptation of question papers for learners with special needs
- (e) Moderation of site-based assessment
- (f) Analysis of examination data and report writing
- (g) Audit of examinations process or system

Tariff	R151.65 per hour
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*Explanatory Note: The tariff is worked out as an hourly rate paid to a Public Service Employee remunerated on Salary Level 11*