GOVERNMENT NOTICE

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 EXAMINATON-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

STAATSKOERANT, 9 FEBRUARIE 2012

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

46.000.00	SE				AND		ME	MORANI	DUM		MOD				ER AND
EVEL	DURA	TION OF C	QUESTION	PAPER (H	OURS)	DURAT	ION OF C	UESTION	I PAPER ((HOURS)	DURA	ATION OF	QUESTIO	N PAPER (HOURS)
	1.5	2	2.5	3	4	1.5	2	2.5	3	4	1.5	2	2.5	3	4
Т'	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
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
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
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
	N3, NSC AND N4	1.5 R N1 AND N2 1987.20 N3, NSC AND N4 2980.80 N5 AND AND	N3, NSC AND N4 N5 AND N5 AND AND AND AND AND AND AND N6 AND AND N6 AND N6 AND AND N6 AND AND AND AND AND AND AND AND AND N6 AND	N3, NSC AND N4 N5 AND N4 2980.80 3974.40 4968.00 AND DURATION OF QUESTION MEMORAND 1.5 2 2.5 R R R R R R R R R	N3, NSC AND N4 2980.80 3974.40 4968.00 5961.60 5961.60 NEVEL NEVEL NEVEL NEVEL NEVEL NEVEL	DURATION OF QUESTION PAPER (HOURS) 1.5	N3, NSC AND N4 N5 AND N4 N5 AND N4 N5 AND N4 N5 AND N5	EVEL DURATION OF QUESTION PAPER (HOURS) DURATION PAPER (H	MEMORANDUM MEMORANDUM DURATION OF QUESTION PAPER (HOURS) DURATION OF QUESTION 1.5 2 2.5 3 4 1.5 2 2.5 R R R R R R R R N1 AND N2 1987.20 2649.60 3312.00 3974.40 5299.20 248.40 331.20 414.00 N3 NSC AND N4 2583.75 3444.80 4306.00 5167.20 6889.60 322.95 430.60 538.25 N5 AND 2980.80 3974.40 4968.00 5961.60 7948.80 372.60 496.80 621.00	MEMORANDUM MEMORANDUM DURATION OF QUESTION PAPER (HOURS) DURATION OF QUESTION PAPER (HOURS) 1.5 2 2.5 3 4 1.5 2 2.5 3 R R R R R R R R R R N1 AND 1987.20 2649.60 3312.00 3974.40 5299.20 248.40 331.20 414.00 496.80 N3, NSC AND N4 3444.80 4306.00 5167.20 6889.60 322.95 430.60 538.25 645.90 N5 AND 2980.80 3974.40 4968.00 5961.60 7948.80 372.60 496.80 621.00 745.20	EVEL DURATION OF QUESTION PAPER (HOURS) 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 N1 1987.20 2649.60 3312.00 3974.40 5299.20 248.40 331.20 414.00 496.80 662.40 N3, NSC AND N4 2980.80 3974.40 4968.00 5961.60 7948.80 372.60 496.80 621.00 745.20 993.60	N3	EVEL DURATION OF QUESTION PAPER (HOURS) DURATION OF	N3	EVEL HEMORANDUM

STAATSKOERANT, 9 FEBRUARIE 2012

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

			MARKE		THE MARK R BOOKS	(ING OF	INTERNAL MODERATORS: FOR MODERATING 10% OF THE MARKED ANSWER BOOKS					
l	EVEL		RATE PE	R ANSWE	R BOOK			RATE PER ANSWER BOOK				
			DURA		UESTION I JRS)			DURAT		UESTION JRS)	PAPER	
		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	
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

		RATE PER ANSW	REMARKING OF . ER BOOK	ANSWER BOOKS	ON APPEAL							
	LEVEL	WATER 1870	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		•	BOOKS	G OF AN		10% OF	AL MODE	RKED AI	NSWER I	BOOKS
					(DURATI PER HOUF			ER ANSW UESTION			
		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
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 *N5 AND N6 COMMUNICATION/KOMMUNIKASIE	21.55	28.70	35.90	43.05	57.40	25.85	34.45	43.05	51.65	68.90
	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-MAR	KING OF ANS	WER BOOKS	-	
		RATE	PER ANSWER	R BOOK DURATION (HOURS)	ON OF QUESTION	ON PAPER
1		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 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

STAATSKOERANT, 9 FEBRUARIE 2012

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:

MARKIN CENTF MANAG ONE PER PER MAR CENTF	RE CENTRE MANAGER RE SSON KING RE	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	0 107.65	43.05	2.16	64.65	107.65	172.30
	OR					
PER	PER ANSWER BOOK	PER ANSWER				
ANSWER		воок				
воок						
R	R	R				
1.61	1.07	0.43				

SCHEDULE B

TARIFFS APPLICABLE TO THE PERFORMANCE OF EXAMINATON-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	1	1.5	2	2.5	3	4
of Paper	Hour	Hours	Hours	Hours	Hours	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	1	1.5	2	2.5	3	4
of Paper	Hour	Hours	Hours	Hours	Hours	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	1	1.5	2	2.5	3	4
of Paper	Hour	Hours	Hours	Hours	Hours	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	1	1.5	2	2.5	3	4
of Paper	Hour	Hours	Hours	Hours	Hours	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	1	1.5	2	2.5	3	4
of Paper	Hour	Hours	Hours	Hours	Hours	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	1	1.5	2	2.5	3	4
of Paper	Hour	Hours	Hours	Hours	Hours	Hours
Tariff	R4 038.75	R6 058.15	R8 077.50	R10 096.90	R12 11625	R16 155.00

(d) Translators: Levels 1 and 2

New tariff: 75 cents per word for all translators

<u>Note</u>: 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	1.5	2	2.5	3	4
of Paper	Hours	Hours	Hours	Hours	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	- Inouio	110410	110000	110410	110410	
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.

STAATSKOERANT, 9 FEBRUARIE 2012

SCHEDULE C

TARIFFS APPLICABLE TO THE PERFORMANCE OF EXAMINATON-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	1 Hour	1.5 Hours	2 Hours	2.5 Hours	3 Hours	4 Hours
of Paper						
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

<u>Note</u>: 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	Meal Allowance	Accommodation	Meal Allowance
Allowance	IF NO MEALS ARE PROVIDED, THIS ALLOWANCE IS PER DAY FOR AT LEAST 5 HOURS WORKED	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	-

Explanatory Note: The tariff is worked out as an hourly rate paid to a Public Service Employee remunerated on Salary Level 11