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## GOVERNMENT NOTICE

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### DEPARTMENT OF EDUCATION

No. 665

13 June 2008

#### TARIFFS AND FUNCTIONS FOR EXAMINATION RELATED WORK FOR PAPERS SET AT NATIONAL LEVEL

**I, Grace Naledi Mandisa Pandor, Minister of Education, have in terms of section 4 of the Employment of Educators Act, 1998 determined that the following (Annexure A) shall be the functions and tariffs for examination related work for papers set at National level**

#### ANNEXURE A

#### TARIFFS AND FUNCTIONS FOR EXAMINATION RELATED WORK FOR PAPERS SET AT NATIONAL LEVEL

##### 1. PURPOSE OF THIS POLICY

The purpose of this policy is to provide tariffs and other Conditions of Service for persons who perform duties in respect of Public Examinations at National Level.

##### 2. SCOPE OF THIS POLICY

This policy applies to all the relevant employees as defined in the Employment of Educators Act, 1998 (as amended).

##### 3. BACKGROUND TO AND RATIONALE FOR THE POLICY

- 3.1 As from 2008, all question papers for the National Senior Certificate, will be set by the National Department of Education, except for non official languages or subjects developed by an accredited examining body and approved by the Minister for that purpose.
- 3.2 The Personnel Administrative Measures (PAM) does not cater for the setting of standardized national question papers by the Department of Education.
- 3.3 The applicable tariffs remained stagnant for the past 5 years and did not take into consideration material conditions.

- 3.4 There is a need to introduce new posts to the existing structures which cater for persons with the appropriate expertise to ensure that question papers of the highest standard are set, moderated, edited and translated.

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

- 4.1 The Personnel Administration Measures (PAM) shall be amended by the review of the existing tariffs for the Compensation of Examination Related Work with the measures as set out in *Annexure I*.
- 4.2 That the Personnel Administration Measures (PAM) be amended to include the creation of the posts of Chief Examiner and Editor of which the Job descriptions and Compensation Rate are set out in *Annexure II*.
- 4.3 That the Personnel Administration Measures (PAM) be amended to include the upgrade of the post of Internal Moderator of which the Job Description and Compensation Rate are set out in *Annexure III*.
- 4.4 That the Personnel Administration Measures (PAM) be amended to include the appointment of persons on a contract basis to perform specialised functions relating to Examinations of which the Compensation Rate is set out in *Annexure IV*.
- 4.5 The tariffs as set out in Annexure I to IV are applicable up to 30 June 2007, and shall be adjusted annually by CPIX on 1 July of each year.

## ANNEXURE I

**AMENDMENTS TO THE PERSONNEL ADMINISTRATION MEASURES IN RELATION TO THE TARIFFS FOR COMPENSATION FOR EXAMINATION RELATED WORK.**

## a) Examiners

**Explanatory Note:** The change of the curriculum based on Report 550 to the National Curriculum Statement (NCS) alters the roles of officials involved in the examination related functions. There is greater administrative rigour and emphasis on quality inputs, processes and outcomes. National Examiners are now required to assume added responsibilities and accountability that warrants revision of tariffs.

Level 1: Examination related work in respect of instructional offerings lower than that mentioned in Level 2

| Duration of Paper | 1 hour    | 1.5 hrs    | 2 hrs      | 2.5 hrs    | 3 hrs      | 4 hrs      |
|-------------------|-----------|------------|------------|------------|------------|------------|
| Current Tariff    | R856.00   | R 1 284.00 | R 1 712.00 | R 2 140.00 | R 2 568.00 | R3 424.00  |
| New Tariff        | R1 712.00 | R 2 568.00 | R 3 424.00 | R 4.280.00 | R 5 136.00 | R 6 848.00 |

Level 2: Examination related work in respect of instructional offerings for National Senior Certificate (Grade 12) and National Certificate (Vocational) – NQF Level 4

| Duration of Paper | 1 hour    | 1.5 hrs    | 2 hrs      | 2.5 hrs    | 3 hrs      | 4 hrs      |
|-------------------|-----------|------------|------------|------------|------------|------------|
| Current Tariff    | R1 112.80 | R 1 669.20 | R 2 225.60 | R 2 782.00 | R 3 338.40 | R4 451.20  |
| New Tariff        | R2 225.60 | R 3 338.40 | R 4 451.20 | R 5 564.00 | R 6 676.80 | R 8 902.40 |

Level 3: Examination related work in respect of instructional offerings higher than that mentioned in Level 2

| Duration of Paper | 1 hour    | 1.5 hrs    | 2 hrs      | 2.5 hrs    | 3 hrs      | 4 hrs       |
|-------------------|-----------|------------|------------|------------|------------|-------------|
| Current Tariff    | R1 284.00 | R 1 926.00 | R 2 568.00 | R 3 210.00 | R 3 852.00 | R5 136.00   |
| New Tariff        | R2 568.00 | R 3 852.00 | R 5 136.00 | R 6 420.00 | R 7 704.00 | R 10 272.00 |

**b) Translators: Levels 1, 2 and 3**

|                   |                                       |          |          |          |          |
|-------------------|---------------------------------------|----------|----------|----------|----------|
| Duration of Paper | 1.5 hrs                               | 2 hrs    | 2.5 hrs  | 3 hrs    | 4 hrs    |
| Current Tariff    | R 194.10                              | R 258.80 | R 323.50 | R 388.20 | R 517.60 |
|                   |                                       |          |          |          |          |
| New Tariff        | 50 cents per word for all translators |          |          |          |          |

**Explanatory Note:** The PAM only makes provision for the translation of English Question Papers into Afrikaans and vice versa. Now that Question Papers must be translated into all other official African Languages, it can be deduced that more time will be spent on translation. The tariff is in line with practices and payments by other relevant institutions like the South African Translation Institute (SATI) and the Pan African and South African Language Board (PanSALB).

**c) Marking Centre Managers and Deputy Centre Managers**

|                | <b>Marking Centre Manager</b>     | <b>Deputy Centre Manager</b>      |
|----------------|-----------------------------------|-----------------------------------|
| Current Tariff | 0.75 x (standard tariff per hour) | 0.5 x (standard tariff per hour)  |
| Amended Tariff | 0.85 x (standard tariff per hour) | 0.65 x (standard tariff per hour) |

## ANNEXURE II

**AMENDMENTS TO THE PERSONNEL ADMINISTRATION MEASURES IN RELATION TO THE CREATION OF THE POSTS OF CHIEF EXAMINER AND EDITOR OF WHICH THE JOB DESCRIPTIONS AND COMPENSATION ARE SET OUT.**

**1. Chief Examiner**

- a) With the establishment of a panel of examiners, it became necessary to appoint a Chief Examiner who is responsible for the coordination and management of the panel and takes final responsibility for the question papers prior to their submission for moderation.
- b) He/she will be responsible for all liaisons with the internal moderator.

*Explanatory Note:* Over and above their examining responsibilities, the Chief Examiner will coordinate and manage a panel of Examiners. Therefore the tariff paid to a Chief Examiner is determined as indicated below.

Level 1: Examination related work in respect of instructional offerings lower than that mentioned in Level 2

| Duration of Paper | 1 hour     | 1.5 hrs    | 2 hrs      | 2.5 hrs    | 3 hrs      | 4 hrs       |
|-------------------|------------|------------|------------|------------|------------|-------------|
| Tariff            | R 1 883.20 | R 3 416.16 | R 4 554.88 | R 5 693.60 | R 6 832.32 | R 9 1 08.66 |

Level 2: Examination related work in respect of instructional offerings for National Senior Certificate (Grade 12) and National Certificate (Vocational) – NQF Level 4

| Duration of Paper | 1 hour      | 1.5 hrs    | 2 hrs      | 2.5 hrs    | 3 hrs      | 4 hrs      |
|-------------------|-------------|------------|------------|------------|------------|------------|
| Tariff            | R 12 448.16 | R 3 672.24 | R 4 896.32 | R 6 120.40 | R 7 344.48 | R 9 792.64 |

Level 3: Examination related work in respect of instructional offerings hither than that mentioned in Level 2

| Duration of Paper | 1 hour     | 1.5 hrs    | 2 hrs      | 2.5 hrs    | 3 hrs      | 4 hrs       |
|-------------------|------------|------------|------------|------------|------------|-------------|
| Tariff            | R 2 824.80 | R 4 237.20 | R 5 649.60 | R 7 062.00 | R 8 474.40 | R 11 299.20 |

**2. Editor**

- a) An Editor is a person who ensures that a question paper is linguistically and grammatically in compliance with the required standard, and also ensures that the technical aspects and format of the question paper is correct.
- b) An Editor will be appointed on a part time basis.

| Duration of Paper | 1 hour   | 1.5 hrs  | 2 hrs    | 2.5 hrs    | 3 hrs      | 4 hrs      |
|-------------------|----------|----------|----------|------------|------------|------------|
| Tariff            | R 419.25 | R 628.88 | R 838.50 | R 1 048.13 | R 1 257.75 | R 1 677.00 |

**ANNEXURE III****AMENDMENTS TO THE PERSONNEL ADMINISTRATION MEASURES TO INCLUDE THE UPGRADE OF THE POST OF INTERNAL MODERATOR OF WHICH THE JOB DESCRIPTIONS AND COMPENSATION ARE SET OUT.**

- (a) Internal Moderator
- (i) Internal Moderators are expected to review the question papers and ensure that the standard and quality of the paper is in keeping with the requirements of the policy relating to the specific curriculum.
  - (ii) Internal Moderators are expected to review the question papers and ensure that the standard and quality of the paper is in keeping with the requirements of the Subject Assessment Guidelines.
  - (iii) He/she takes responsibility for the accuracy of the content and ensures compliance with the principles of good assessment
  - (iv) He/she assumes final responsibility and accountability for the question paper prior to submission to the Umalusi moderator.
  - (v) The level of expertise demonstrated by the internal moderator should therefore be higher than that of the Chief Examiner.

***Explanatory Note:*** The Internal Moderator has a final quality assurance responsibility on behalf of the Department of Education or the Assessment Body. Once the paper is internally moderated it is considered to be print ready pending the verification of the external quality assurance council, Umalusi. Therefore the tariff is determined as indicated below.

Level 1: Examination related work in respect of instructional offerings lower than that mentioned in Level 2

| Duration of Paper | 1 hour    | 1.5 hrs    | 2 hrs      | 2.5 hrs    | 3 hrs      | 4 hrs       |
|-------------------|-----------|------------|------------|------------|------------|-------------|
| Current Tariff    | R192.60   | R 288.90   | R 2 568.00 | R 3 210.00 | R 3 852.00 | R5 136.00   |
| New Tariff        | R2 568.00 | R 3 852.00 | R 5 136.00 | R 6 420.00 | R 7 704.00 | R 10 272.00 |

Level 2: Examination related work in respect of instructional offerings for National Senior Certificate (Grade 12) and National Certificate (Vocational) – NQF Level 4

| Duration of Paper | 1 hour    | 1.5 hrs    | 2 hrs      | 2.5 hrs    | 3 hrs      | 4 hrs       |
|-------------------|-----------|------------|------------|------------|------------|-------------|
| Current Tariff    | R250.40   | R 375.55   | R 500.75   | R625.95    | R 751.15   | R1 001.50   |
| New Tariff        | R2 692.98 | R 4 039.46 | R 5 385.95 | R 6 732.44 | R 8 078.93 | R 10 771.90 |

Level 3: Examination related work in respect of instructional offerings higher than that mentioned in Level 2

| Duration of Paper | 1 hour    | 1.5 hrs    | 2 hrs      | 2.5 hrs    | 3 hrs      | 4 hrs       |
|-------------------|-----------|------------|------------|------------|------------|-------------|
| Current Tariff    | R288.90   | R 433.35   | R 577.80   | R722.25    | R 866.70   | R1 155.60   |
| New Tariff        | R3 107.28 | R 4 660.92 | R 6 214.56 | R 7 768.20 | R 9 321.84 | R 12 429.12 |



## ANNEXURE IV

**AMENDMENTS TO THE PERSONNEL ADMINISTRATION MEASURES TO INCLUDE THE APPOINTMENT OF PERSONS ON A CONTRACT BASIS TO PERFORM SPECIALISED FUNCTIONS RELATING TO EXAMINATIONS OF WHICH THE COMPENSATION RATE IS SET OUT.**

**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 based 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 examination process or system

|        |                |
|--------|----------------|
| Tariff | R 100 per hour |
|--------|----------------|

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



**Grace Naledi Mandisa Pandor, MP  
Minister of Education**

**Date: 28-03-2008**