



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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**TO: MARKING CENTRE MANAGERS
DEPUTY MARKING CENTRE MANAGERS
INTERNAL MARKING MODERATORS
CHIEF MARKERS
MARKERS
EXAMINATION ASSISTANTS**

**CC: PRINCIPALS OF PUBLIC TVET AND PRIVATE COLLEGES
REGIONAL MANAGERS AND TVET DIRECTORS**

**MEMORANDUM TE27 OF 2023 - PAYMENT OF SERVICES RENDERED CLAIMS FOR
202306 EXAMINATION CYCLE**

The June 2023 Business Studies marking claims were expected to reach the Department on 10 July 2023 instead the last batch was received on 17 July 2023.

As a result of the late delivery, payment for all duly completed services rendered claims submitted to the Department as referred to in the paragraph above will be effected on **28 AUGUST 2023**.

Where there would be outstanding payments of remuneration claims after 28 August 2023, it is expected of the affected marking official to provide the following details to the *Deputy Marking Centre Manager- Claims* at the marking centre at which the marking took place to facilitate a follow-up with the Department:

- ID number
- Surname and Initials
- Subject and Level
- Marking cycle
- Type of claim, i.e. Services rendered or S & T

The *Deputy Marking Centre Manager- Claims* is thereafter responsible for submitting these queries to the Department and keeping the affected marking official updated on progress in this regard.

If marking officials do not receive any feedback regarding their services rendered claims queries, the same email(s) sent to the *Deputy Marking Centre Manager- Claims* must be escalated to Ms Cecilia De Beer on DeBeer.CA@dbe.gov.za.

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Further escalation should Ms De Beer be unavailable can be directed to Ms Zamabongwe Mhemhe on Mhemhe.Z@dbe.gov.za.

You are kindly requested to inform the affected marking personal accordingly.

Your cooperation regarding the processing of the service rendered and S & T claims will be highly appreciated.

Kind regards



Ms VM Tshetlo

Chief Director: National Examinations and Assessment

Date: 28/07/2023