



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 TE14 OF 2024 - PAYMENT OF MARKING CLAIMS FOR 202404 EXAMINATION CYCLE

The April 2024 claims for marking and travelling are expected to reach the Department on or before 03 May 2024.

4 000 Marking and travelling claims must be finalised by the Claims Unit within two weeks after receipt thereof (estimated to be around **24 May 2024**) and submitted to Directorate: Finance for payment. As a result, payment for all duly completed services rendered claims submitted to the Department as referred to in the paragraph above will be effected on **26 June 2024** and for travelling claims it will be **18 July 2024**.

Where there would be outstanding payments of remuneration claims after **26 June 2024**, and for travelling claims after **18 July 2024**, 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.

MEMORANDUM TE14 OF 2024 - PAYMENT OF MARKING CLAIMS FOR 202404 EXAMINATIONS CYCLE

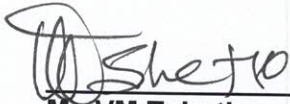
If marking officials do not receive any feedback regarding their marking services rendered claims queries, the same email(s) sent to the *Deputy Marking Centre Manager- Claims* must be escalated to Ms Cecilia De Beer on DeBeer.CA@dbe.gov.za.

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 services rendered claims will be highly appreciated.

Kind regards



Ms VM Tshetlo

Chief Director: National Examinations and Assessment

Date: 22/4/2024