



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

Private Bag X110, Pretoria, 0001, South Africa, 123 Francis Beard Street, PRETORIA, 0002.

Tel: +27 12 357 3892/ 3, <http://www.dhet.gov.za>

Enquiries: Mr. L Tleru
Tel.: (012) 357 4520
E-mail: Tleru.L@dbe.gov.za

**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 TE09 OF 2025 - PAYMENT OF MARKING CLAIMS FOR 202411
EXAMINATIONS CYCLE**

The November 2024 claims for marking and travelling were expected to reach the Department before or on 23 December 2024.

7,816 Marking claims were finalized after receipt thereof and submitted to Directorate: Finance for payment. Payment for all duly completed services rendered claims submitted to the Department as referred to in the paragraph above will be effected on **17 February 2025**.

Where there would be outstanding payments of remuneration claims after **17 February 2025**, 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.

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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 service rendered claims will be highly appreciated.

Kind regards



Dr DM Ramoroka

Acting Chief Director: National Examinations and Assessment

Date: 2025-02-06