

REVIEWS OF MARKING AND MODERATION (ROMM)

| SERVICE | DESCRIPTION | COST PER UNIT/COMPONENT | APPLICATIONS DEADLINE | OUTCOME ISSUED |
|-----------|---|-------------------------|-----------------------|--|
| Service 1 | Clerical re-check | £11 | 14 February | Within 10 calendar days of application |
| Service 2 | A clerical re-check, a post-results review of marking and a statement of the marks by unit/component for an individual candidate. | £36 | 14 February | Within 20 calendar days of application |
| Service 3 | Post-results review of moderation. Not available for individual candidates. Fee charged per candidate in original sample. | £32 | 14 February | Within 35 calendar days of receiving original sample |
| | Copy script to be returned with ROMM outcome | £11 | | |

ACCESS TO SCRIPTS (ATS)

| SERVICE | DESCRIPTION | COST PER UNIT/COMPONENT | APPLICATIONS DEADLINE | ISSUED BY |
|-------------------------|--|-------------------------|-----------------------|------------|
| ATS (priority copy) | Priority access to an electronic script prior to ROMM | £11 | 24 January | 31 January |
| ATS (non-priority copy) | Access to an electronic script to support teaching and learning. | £11 | 21 February | 8 March |

Centres must obtain written consent from a candidate for a clerical re-check and review of marking as candidates marks and grades may be lowered. A review of marking application cannot, under any circumstances, be cancelled once the review of marking outcome has been issued by WJEC.

SUBMISSION OF REQUESTS

- a) All requests on behalf of internal candidates must be submitted by the Head of the centre or an authorised member of centre staff.
- b) All correspondence with WJEC on behalf of internal candidates must be undertaken by the centre and not by candidates or their parents /guardians.
- c) All applications must be made online using the facility on the secure website.
- d) If the service is required in Welsh, please indicate by ticking the appropriate box.
- e) Coursework in the possession of the centre must be sent to: WJEC, Unit A16/A17, Gwaelod y Garth Road, Treforest Industrial Estate, Pontypridd, CF37 5XF
- f) Please indicate very clearly the unit/component for which the application is made.
- g) It is advisable to make applications for all units/components within a qualification at the same time as the initial application. Please note once the result of a ROMM has been issued we are unable to amend or withdraw the result.
- h) Private candidates are encouraged to seek advice and apply through their entering centre but may apply directly by e-mailing post-results-services@wjec.co.uk stating the candidate and centre name and number.

MARK SCHEMES - Mark schemes will be made available via the WJEC secure website, normally on the date that results are issued.

NOTICE TO CENTRES - The work of all candidates for whom a result enquiry has been submitted must be retained by WJEC for no fewer than 12 months after the notification of the outcome of the review.

WJEC will not charge under the following circumstances

1. Where a review of marking results in the amendment of a unit grade.
2. Where a review of marking results in the amendment of a qualification grade. (Associated units in the review will also not be charged).
3. ATS priority scripts and photocopies requested at the time of the review if 1 or 2 above apply.
4. Where a review of moderation results in centre marks being reinstated.

| SERVICE | COST/UNIT | APPLICATIONS DEADLINE |
|---------------------------|-----------|--|
| Preliminary investigation | £110 | Appeals must be submitted within 30 calendar days of WJEC issuing the outcome of the clerical re-check or ROMM. |
| Appeal hearing | £185 | A request for a Stage 2 Appeal hearing must be made within two calendar weeks of receipt of the Stage 1 Preliminary investigation appeal outcome letter. |