

REVIEWS OF MARKING AND MODERATION (ROMM)

| SERVICE | DESCRIPTION | COST/UNIT | APPLICATIONS DEADLINE | OUTCOME ISSUED |
|-----------|---|-----------|-----------------------|---|
| Service 1 | Clerical re-check | £11 | 13 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. | £42 | 13 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 | 13 February | 35 calendar days of receiving original sample |

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. Written candidate consent is not required for a review of moderation. Candidates' marks may be lowered but their published subject grades will not be lowered in the series concerned. A lower mark may be carried forward to future certification.

VIEW SCRIPT ACCESS PAGE*

| SERVICE | DESCRIPTION | COST/UNIT | ISSUED BY |
|--------------------|---|-----------|-----------|
| View Script Access | Free access to scripts via the view script access page for 6 months following the publication of results. | Free | N/A |

*Centres must obtain written consent to access candidate scripts.

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 prs@wjec.co.uk stating the candidate and centre name and number.

MARK SCHEMES – Mark schemes will be made available via the WJEC secure website

NOTICE TO CENTRES – The work of all candidates for whom a review of marking or moderation application 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. Where a review of moderation results in centre marks being reinstated.
4. For reviews of marking where a subsequent appeal has been upheld.

APPEALS

| SERVICE | COST/UNIT | APPLICATIONS DEADLINE |
|---------------------------|-----------|--|
| Preliminary investigation | £120 | Appeals must be submitted within 30 calendar days of WJEC issuing the outcome of the ROMM. |
| Appeal hearing | £200 | 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. |

A fee will not be charged if the appeal is upheld.