



**Post-Results Services  
GCSE and Functional Skills  
November Series 2011**

Form PRS/2011

**Services available and WJEC fees**

**Enquiries about Results**

The Joint Council document *Post-Results Services* gives detailed information about the services available.

**Please note that centres can apply online for WJEC post-results services, via the secure website ([www.wjecservices.co.uk](http://www.wjecservices.co.uk)).**

		<b>GCSE</b>	<b>GCSE modules</b>	<b>Functional Skills (per unit)</b>
<b>Service 1</b>	A clerical re-check and a statement of the marks.	£20	£10	£10
<b>Service 2</b>	A clerical re-check, a post-results review of marking and a statement of the marks by component for an individual candidate.	£46	£35	£35
<b>Service 3</b>	<b>Not available for individual candidates.</b> A post-results review of moderation of coursework marks and a brief report on the assessment of the coursework. Coursework samples should be sent with the request. (See overleaf.)	£32 per candidate in original sample	£32 per candidate in original sample	N/A

<b>Return of Photocopied Scripts and accompanying Mark Schemes</b>			
Photocopied script(s) to be returned with the outcome of the enquiry. (Fee to be paid in addition to the appropriate enquiry fee.)	£12 per script	£12 per script	£12 per script

**Access to Scripts**

Original script:

£9 per script

**P.T.O.**

- **Closing dates**

Centres are reminded that no requests can be accepted if received after these dates.

**Enquiries about Results**

**9 February:** Last date for WJEC to receive requests for enquiries about results.

**Access to Scripts**

**28 February:** Last date for WJEC to receive requests for original scripts.

- **Submission of requests**

- (i) Please do **not** submit the fee with the application form. An invoice will be sent to centres as appropriate.
- (ii) All requests on behalf of internal candidates must be submitted by the Head of the centre.
- (iii) All correspondence with WJEC on behalf of internal candidates should be undertaken by the centre and not by candidates or their parents.
- (iv) All applications must be made online.
- (v) If the service is required in Welsh, please indicate by ticking the appropriate box.
- (vi) Coursework in the possession of the centre must be to the following address WJEC, Unit A16/A17, Gwaelod y Garth Road, Treforest Industrial Estate, Pontypridd, CF37 5XF.

- **GCSE component re-marking**

Requests will be accepted for the re-marking of individual components of linear GCSE qualifications. The fee per component will be half the total subject fee. **Please indicate very clearly the component for which the enquiry is made.**

- **Mark schemes**

Mark schemes will be made available via the WJEC secure website.

- **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 enquiry.