



# Guide to results

## Level 3 Applied Certificates, Diplomas and Extended Diplomas

January and June 2019

This document provides an overview of results for **Level 3 Applied Certificate, Diploma and Extended Diploma qualifications**. It gives details on what to expect on results days, the documentation you'll receive, information on grade boundaries and where additional advice and guidance can be found.

## 1. Results Day

### i) Collecting Exam Results

Candidates must collect their results from their school or college, usually on the published results day for the qualifications they have sat.

Results will be published on:

January Series:           **Thursday 7 March 2019**

June Series:               **Thursday 15 August 2019.**

WJEC is unable to provide or discuss results over the telephone or via email communication with candidates or parents, even if the school or college is closed. Candidates should, therefore, check with their school or college when and where results will be available for collection and how and with whom they can discuss any issues or concerns.

### ii) What to expect

On results day, candidates will receive a results slip showing their results. At this point results are designated as provisional; changes may be made at a later point, for example, following a Review of Marking or Moderation. See section 4 as well as our [Post-Results Services](#) page.

### iii) How are results displayed on a results slip?

Results slips will show candidate results for each component/qualification taken within that examination series (see appendix 1).

A **Unitised Qualification** is where entries will be made for each unit and a cash-in code entered in the final exam series (when the candidate has completed, or has been entered for, all units that are required to be eligible for certification) to trigger the issue of the overall final grade for the qualification.

### iv) Symbols used on a results slip

In addition to grades and marks, results slips may also contain other symbols:

**X** indicates that a result is not being issued due to the candidate being absent for all components/units. It may also be because a decision has been made not to issue a result. Any subject with an (X) will not appear on the certificate.

**Q** indicates that a result is pending or is currently unavailable.

# This indicator is shown next to the overall grade if a candidate completed work for some, but not all, of the subject's components or units.

Please see appendix 1 for an example of a results slip.

## 2. Understanding results

### i) Explaining grades

Table 1 below details the unit and qualification grades. For qualifications graded A-E, the highest grade is A. For Diplomas, graded A\*-E, the highest grade is A\*.

Qualification	Qualification Grade	Unit Grade	
Certificate in Business (inclusive of Retail Business)	A-E	A-E	Results not attaining the minimum standard will be reported as U (unclassified) and will not receive a qualification certificate
Certificate in Criminology			
Certificate in Medical Science			
Diploma in Criminology	A*-E	A-E	
Diploma in Medical Science			
Diploma and Extended Diploma in Environmental Science	Pass, Merit, Distinction, Distinction *	Pass, Merit, Distinction	
Certificate in Statistical Problem Solving Using Software			
Certificate and Diploma in Food Science & Nutrition			

Table 1

From the June 2018 series, a "near pass" rule has been introduced for all externally assessed units in the following qualifications:

- Certificate and Diploma in Medical Science
- Diploma and Extended Diploma in Environmental Science
- Certificate and Diploma in Food Science and Nutrition
- Certificate in Problem Solving Using Software.

A candidate will achieve a pass (or higher) grade if they meet the following two requirements:

- Achieve the total UMS required at the relevant grade for the qualification overall as detailed in tables 3, 5, 7 and 8 in section 3
- Obtained at least the minimum UMS for the relevant unit(s) in table 2

A "near pass" will not be treated as a grade or reported as such.

Subject and externally assessed unit	"Near pass" minimum UMS requirement
ENVIRONMENTAL SCIENCE UNIT 2	36 UMS
ENVIRONMENTAL SCIENCE UNIT 4	42 UMS
ENVIRONMENTAL SCIENCE UNIT 5	36 UMS
ENVIRONMENTAL SCIENCE UNIT 9	42 UMS
STATISTICAL PROBLEM SOLVING -EXTERNAL	24 UMS
FOOD SCIENCE AND NUTRITION UNIT 1 EXTERNAL	30 UMS
FOOD SCIENCE AND NUTRITION UNIT 2	30 UMS
1831 MEDICAL SCIENCE UNIT 1	72 UMS
1835 MEDICAL SCIENCE UNIT 5	36 UMS
1836 MEDICAL SCIENCE UNIT 6	36 UMS

Table 2

## ii) Explaining marks

- **Raw marks**

Each unit or component is allocated a total raw mark

- **Uniform Mark Scale (UMS)**

Raw marks are converted into a uniform mark (UMS) which is used as a device for reporting, recording and aggregating candidates' unit assessment outcomes. The UMS is used so that candidates who achieve the same standard will have the same UMS, irrespective of when the unit was taken.

## iii) How are marks converted into grades?

The overall qualification grade is calculated by adding together the uniform marks achieved in the individual units. This gives candidates a total uniform mark which converts to an overall grade based on the grade boundary.

## 3. Grade Boundaries

Grade boundaries are the minimum number of marks needed to achieve each grade. Grade boundaries ensure that whenever an exam is sat, candidates receive the same grade for the same level of performance. UMS grade boundaries remain the same every year as the range of UMS mark percentages allocated to a particular grade does not change. The overall and unit UMS grade boundaries are listed in tables 3 to 8 below.

### Applied Diploma and Extended Diploma in Environmental Science

The Diploma has four mandatory units and the Extended Diploma has seven mandatory units and one of two optional units (unit 6 or 7).

	Max UMS	D*	D	M	P
Unit 1	120		96	72	48
Unit 2	120		96	72	48
Unit 3	120		96	72	48
Unit 4	140		112	84	56
<b>Diploma</b>	<b>500</b>	<b>450</b>	<b>400</b>	<b>300</b>	<b>200</b>
Unit 1	120		96	72	48
Unit 2	120		96	72	48
Unit 3	120		96	72	48
Unit 4	140		112	84	56
Unit 5	120		96	72	48
Unit 6 or 7	120		96	72	48
Unit 8	120		96	72	48
Unit 9	140		112	84	56
<b>Extended Diploma</b>	<b>1000</b>	<b>900</b>	<b>800</b>	<b>600</b>	<b>400</b>

Table 3

### Applied Certificate and Diploma in Criminology

The Certificate has two mandatory units and the Diploma has four mandatory units. For the Diploma, Grade A\* will be awarded to candidates who have achieved a Grade A (320 UMS) in the overall qualification and at least 90% of the total UMS for Units 3 and 4.

	Max UMS	A	B	C	D	E
Unit 1	100	80	70	60	50	40
Unit 2	100	80	70	60	50	40
<b>Certificate</b>	<b>200</b>	<b>160</b>	<b>140</b>	<b>120</b>	<b>100</b>	<b>80</b>
Unit 1	100	80	70	60	50	40
Unit 2	100	80	70	60	50	40
Unit 3	100	80	70	60	50	40
Unit 4	100	80	70	60	50	40
<b>Diploma</b>	<b>400</b>	<b>320</b>	<b>280</b>	<b>240</b>	<b>200</b>	<b>160</b>

Table 4

### Applied Certificate and Diploma in Medical Science

The Certificate has three mandatory units and the Diploma has six mandatory units.

For the diploma, Grade A\* will be awarded to candidates who have achieved a Grade A (768 UMS) in the overall qualification and at least 90% of the total UMS for Units 4, 5 and 6.

	Max UMS	A	B	C	D	E
Unit 1	240	192	168	144	120	96
Unit 2	120	96	84	72	60	48
Unit 3	120	96	84	72	60	48
<b>Certificate</b>	<b>480</b>	<b>384</b>	<b>336</b>	<b>288</b>	<b>240</b>	<b>192</b>
Unit 1	240	192	168	144	120	96
Unit 2	120	96	84	72	60	48
Unit 3	120	96	84	72	60	48
Unit 4	240	192	168	144	120	96
Unit 5	120	96	84	72	60	48
Unit 6	120	96	84	72	60	48
<b>Diploma</b>	<b>960</b>	<b>768</b>	<b>672</b>	<b>576</b>	<b>480</b>	<b>384</b>

Table 5

### Applied Certificate in Business (inclusive of Retail Business)

This qualification is made up of two mandatory units

	Max UMS	A	B	C	D	E
Unit 1	100	80	70	60	50	40
Unit 2	100	80	70	60	50	40
<b>Certificate</b>	<b>200</b>	<b>160</b>	<b>140</b>	<b>120</b>	<b>100</b>	<b>80</b>

Table 6

### Applied Certificate in Statistical Problem Solving Using Software

The certificate has one unit with two mandatory components.

		Max UMS	D*	D	M	P
Unit 1	Internal	120		96	72	48
	External	80		64	48	32
<b>L3 Certificate</b>		<b>200</b>	<b>180</b>	<b>160</b>	<b>120</b>	<b>80</b>

Table 7

## Applied Certificate and Diploma in Food Science and Nutrition

The certificate has one mandatory unit with an internal and external assessment and the Diploma has two mandatory units and one of two optional units (unit 3 or 4).

		Max UMS	D*	D	M	P
Unit 1	Internal	100		80	60	40
	External	100		80	60	40
<b>Certificate</b>		<b>200</b>	<b>180</b>	<b>160</b>	<b>120</b>	<b>80</b>
Unit 1	Internal	100		80	60	40
	External	100		80	60	40
Unit 2		100		80	60	40
Unit 3 or Unit 4		100		80	60	40
<b>Diploma</b>		<b>400</b>	<b>360</b>	<b>320</b>	<b>240</b>	<b>160</b>

Table 8

### 4. What to do if a candidate wants to query a result

It is important that candidates discuss any concerns with their school or college, usually an exams officer or teacher, and decide on the best options available.

If it is considered that there may have been an error, an application can be made by the centre for one or more of the post-results services offered by WJEC. Applications cannot be submitted by internal candidates or parents. Private candidates may contact WJEC's Post Results Services directly to submit an application.

Services include:

- [Access to scripts](#) – an electronic version of the script, either as a priority copy prior to applying for a review of marking (deadline 23 August) or non-priority service for teaching and learning.
- [Clerical re-check](#) – a re-check of all clerical procedures leading to the issue of a result.
- [Post-results review of marking](#) – a review of the original marking to ensure that the agreed mark scheme has been applied correctly
- [Post-results review of moderation](#) – please note this is not available for individual candidates.

For further details, please visit our [Post-Results Services](#) page and the information published by JCQ on [Post-Results Services](#) procedures.

**It is important to note that when applying for a clerical re-check or review of marking marks can stay the same, or go up or down.** Therefore, candidates must give their signed permission before a school or college submits an application.

The outcome will be issued directly from WJEC to the school or college, who will then pass the information onto candidates. **Once an outcome has been issued, the original mark cannot be re-instated in any circumstance, even if the new mark is lower than the original mark**

## 5. When are certificates available?

Certificates will be sent to centres by:

January Series: **End of May**

June Series: **7 November**

Candidates should check that their personal details, name and date of birth, are correct on the results slip and inform the Exams Officer if there are any errors. Exams Officers must inform WJEC of errors, in writing, not later than 9 September 2018. If errors aren't corrected at this stage, there will be a charge for replacing certificates after they have been issued. Candidates should check the arrangements for receiving their certificate with their school or college.

## Appendix 1

CENTRE NO		CENTRE NAME		DATE OF BIRTH	
<b>68000</b>		<b>TEST CENTRE</b>		<b>01/01/00</b>	
CANDIDATE NO		CANDIDATE NAME		DATE OF BIRTH	
<b>50000</b>		<b>SURNAME FORNAME</b>		<b>01/01/00</b>	
CANDIDATE UCI			CANDIDATE ULN		
		UMS	Paper	Mark	Grade
ENVIRONMENTAL SCIENCE	<b>DIPLOMA CASH IN</b>	<b>4473QD</b>			
ENVIRONMENTAL SCIENCE UNIT 1	UNIT 1	4473U1	01:UNIT 1 CONTROLLED	060 (120)	P
ENVIRONMENTAL SCIENCE UNIT 2	UNIT 2	4473U2	01:UNIT2 EXT. ASSIGNMENT	051 (120)	P
ENVIRONMENTAL SCIENCE UNIT 4	UNIT 4	4473U4	01:UNIT 4 PAPER	024 (090)	P

For unitised subjects, a UMS mark is shown for each unit and the total UMS for the subject is shown in bold

For all subjects, the raw mark is shown for each unit or component and the total mark available is shown in brackets