

REVIEWS OF MARKING AND MODERATION (ROMM)

SERVICE	DESCRIPTION	COST/UNIT	APPLICATIONS DEADLINE	OUTCOME ISSUED
Service 1	Clerical re-check	£11	20 th September	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 a candidate: GCSE and other Level 1/2 qualifications GCE and other Level 3 qualifications	£36 £40	20 th September	Within 20 calendar days of application
Service 2P	Priority Service 2 (GCE and other Level 3 qualifications only)	£48	23 rd August	Within 15 calendar days of application
Service 3	Post-results review of moderation. Not available for individual candidates. Fee charged per candidate in original sample. Photocopied script to be returned with review outcome	£32 £11	20 th September	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.

ACCESS TO SCRIPTS (ATS)*

SERVICE	DESCRIPTION	COST/UNIT	APPLICATIONS DEADLINE	ISSUED BY
ATS (priority copy)	Priority Access to an electronic version prior to Review of Marking GCE AS/Advanced GCSE	£11 £11	23 rd August 30 th August	6 th September 6 th September
ATS (non-priority copy)	Access to an electronic script to support teaching and learning (will be despatched from 20 th September)	£11	27 th September	3 rd November

* Centres must obtain written consent from candidates for Access to Scripts services.

SUBMISSION OF REQUESTS

- (i) All requests on behalf of internal candidates must be submitted by the Head of the centre or an authorised member of centre staff.
- (ii) All correspondence with WJEC on behalf of internal candidates must be undertaken by the centre and not by candidates or their parents /guardians.
- (iii) All applications must be made online using the facility on the secure website.
- (iv) If the service is required in Welsh, please indicate by ticking the appropriate box.
- (v) 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
- (vi) Please indicate very clearly the unit/component for which the application is made.
- (vii) 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 ROM has been issued we are unable to amend or withdraw the result.

REVIEW OF MODERATION

A post-results review of moderation of GCSE and GCE Design and Technology and Art and Design: £320 per centre visit.

Not available for individual candidates.

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.

APPEALS

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