

REVIEWS OF MARKING AND MODERATION (ROMM)

SERVICE	DESCRIPTION	COST PER UNIT/ COMPONENT	APPLICATIONS DEADLINE	OUTCOME ISSUED
Service 1	Clerical re-check	£11	4 April	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	4 April	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	4 April	Within 35 calendar days of receiving original sample
	Electronic script to be returned with review 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	14 March	21 March
ATS (non-priority copy)	Access to an electronic script to support teaching and learning	£11	11 April	10 May

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.

NOTICE TO CENTRES

The work of all candidates for whom a result review 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.

APPEALS

SERVICE	COST/UNIT	APPLICATIONS DEADLINE
Preliminary investigation	£110	Appeals must be submitted within 30 calendar days of WJEC issuing the outcome of the 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.

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