Portal

Change of Exams Officer Please follow the steps below:

Need more help?

If you need further help or are having any issues, please do not hesitate to contact our Centres Team at centres@wjec.co.uk



Finally, the letterhead should be signed off by the Head of Centre or Senior Leadership Team



WJEC will amend the details as soon as possible Our aim is to process these requests within 48 hours



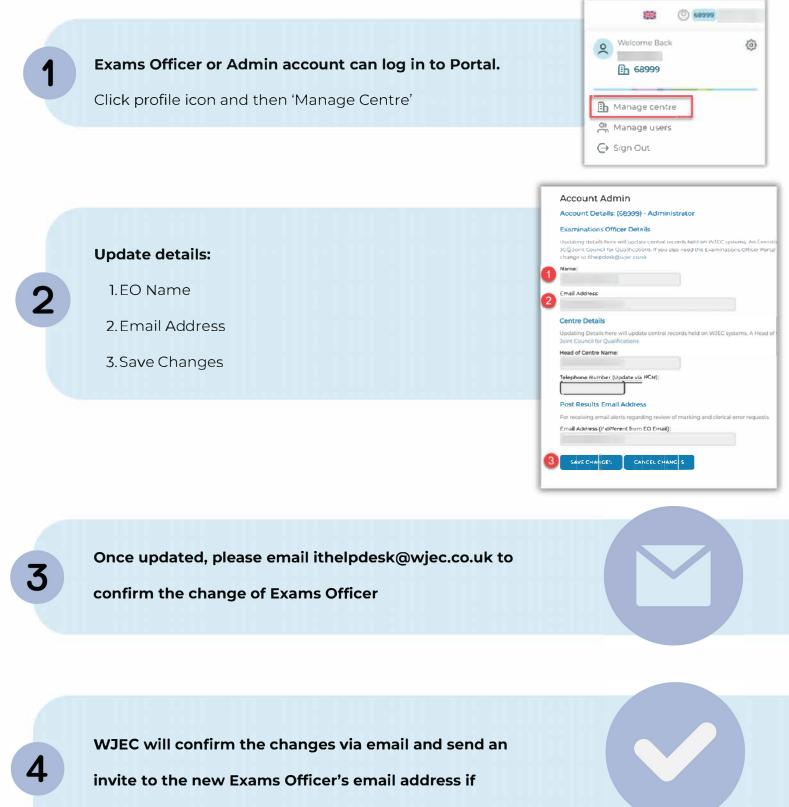
Once updated, WJEC will perform a security check

WJEC will confirm the changes via email and send a Portal invite to the new Exams Officer's email address.

Portal

Change of Exams Officer - Name incorrect on Portal

Please follow the steps below:



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Team at centres@wjec.co.uk

necessary.