



# Guide to results

## Level 3 Applied

### Certificates and Diplomas

November 2020

## 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.

For November 2020, the publication of results day is **Thursday 17 December**.

Schools and colleges should inform all candidates of the arrangements for obtaining their results and with which members of school or college staff they should discuss any results queries or concerns. It may be necessary for arrangements to be different to those in previous years, and these arrangements will need to take account of the latest government advice for your area.

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. **This is of particular importance in the November 2020 series, due to the close proximity of results day to the end of the Autumn term.**

### ii) What to expect

On Results Day, candidates normally receive a result 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?

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

- For **unitised qualifications**, results will display an overall UMS mark and grade for the subject, provided that the subject has been cashed-in for aggregation, as well as a uniform mark (UMS) and a grade for each unit. If an overall grade is expected but not included on the results slip, the Exams Officer at the centre should be contacted to check that a cash-in entry has been made.
- For **linear qualifications**, results will display the overall grade for the subject. The mark for individual components will also be displayed.

### iv) Symbols used on a result 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

For qualifications graded A-E, the highest grade is A. For Diplomas, graded A\*-E, the highest grade is A\*.

For qualifications graded P/M/D/D\*, P = Pass, M = Merit, D = Distinction and the highest grade is D\*(Distinction \*).

Candidates whose level of attainment is below the minimum standard will receive an unclassified (U) result and will not receive a qualification certificate. Table 1 below details the unit and qualification grades.

Qualification	Qualification Grade	Unit Grade
Certificate in Business	A-E	A-E
Certificate in Criminology	A-E	A-E
Certificate in Food Science & Nutrition	P/M/D/D*	P/M/D
Certificate in Health & Social Care	A-E	A-E
Certificate in Medical Science	A-E	A-E
Certificate in Statistical Problem-Solving Using Software	P/M/D/D*	P/M/D
Certificate in Tourism	A-E	A-E
Diploma in Business	A*-E	A-E
Diploma in Criminology	A*-E	A-E
Diploma in Environmental Science	P/M/D/D*	P/M/D
Diploma in Food Science & Nutrition	P/M/D/D*	P/M/D
Diploma in Health & Social Care	A*-E	A-E
Diploma in Medical Science	A*-E	A-E
Diploma in Professional Construction Practice	A*-E	A-E
Diploma in Tourism	A*-E	A-E
Extended Diploma in Environmental Science	P/M/D/D*	P/M/D

Table 1

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

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

- i) Achieve the total UMS required at the relevant grade for the qualification overall as detailed in the tables in section 3.
- ii) 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
Business -Unit 1	30 UMS
Business – Unit 3	30 UMS
Business – Unit 4	30 UMS
Criminology – Unit 2	30 UMS
Criminology – Unit 4	30 UMS
Environmental Science – Unit 2	36 UMS
Environmental Science – Unit 4	42 UMS
Environmental Science – Unit 5	36 UMS
Environmental Science – Unit 9	42 UMS
Food Science and Nutrition – Unit 1 External	30 UMS
Food Science and Nutrition – Unit 2	30 UMS
Health and Social Care – Unit 1	30 UMS
Health and Social Care – Unit 5	30 UMS
Medical Science – Unit 1	72 UMS
Medical Science – Unit 5	36 UMS
Medical Science – Unit 6	36 UMS
Professional Construction Practice – Unit 2	24 UMS
Professional Construction Practice – Unit 3	24 UMS
Statistical Problem Solving – External Unit	24 UMS
Tourism – Unit 1	30 UMS
Tourism – Unit 3	30 UMS

*Table 2*

## ii) Explaining marks

- **Raw marks**

A raw mark is the number of marks a candidate achieves on an exam or assessment.

- **Uniform Mark Scale (UMS)**

In **unitised** Specifications 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?

- In **linear qualifications**, each component/unit has a given number of raw marks. However, components/units within a qualification may have different weightings. A weighting factor (also referred to as aggregating or scaling factors) is applied in calculating the total mark. Weighting explains why the raw marks for individual components/units do not always add up to the total mark for the qualification. The weighted mark for each component/unit can be calculated by multiplying the raw mark for a component by its weighting factor.
- In **unitised qualifications**, 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.

- For Linear Qualifications a single grade is awarded for the overall subject, rather than for each component/unit that contributes towards the overall grade. Grade boundaries are published on results day.

The 'notional' grade boundaries for each component are also available. Component boundaries are 'notional' and intended only as a guide, they are not official grades.

On results day, all linear grade boundaries and the maximum marks will be available on our website from 8am. Unitised UMS boundaries do not change from series to series. Grade boundaries can be accessed on our website.

- For Unitised qualifications 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 12 below.

#### Applied Diploma and Extended Diploma in Environmental Science

The Diploma has four mandatory units (units 1-4) and the Extended Diploma has seven mandatory units and one of two optional units (unit 6 or 7).

To achieve a Merit, Distinction or Distinction \* for the Diploma, candidates must obtain the minimum UMS for the qualification grade and a minimum pass in **all units**.

To achieve a Merit, Distinction or Distinction \* for the Extended Diploma, candidates must obtain the minimum UMS for the qualification grade and a minimum pass in units 4 and 9.

	Max UMS	D*	D	M	P
Unit 1 (Internal)	120		96	72	48
Unit 2 ( <b>External</b> )	120		96	72	48
Unit 3 (Internal)	120		96	72	48
Unit 4 ( <b>External</b> )	140		112	84	56
<b>Diploma</b>	<b>500</b>	<b>450</b>	<b>400</b>	<b>300</b>	<b>200</b>
Unit 1 (Internal)	120		96	72	48
Unit 2 ( <b>External</b> )	120		96	72	48
Unit 3 (Internal)	120		96	72	48
Unit 4 ( <b>External</b> )	140		112	84	56
Unit 5 ( <b>External</b> )	120		96	72	48
Unit 6 or 7 (Internal)	120		96	72	48
Unit 8 (Internal)	120		96	72	48
Unit 9 ( <b>External</b> )	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 Medical Science

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

To achieve an A-E candidates must obtain the minimum UMS for the grade and a minimum of a pass in all units.

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

	<b>Max UMS</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Unit 1 ( <b>External</b> )	240	192	168	144	120	96
Unit 2 (Internal)	120	96	84	72	60	48
Unit 3 (Internal)	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 ( <b>External</b> )	240	192	168	144	120	96
Unit 2 (Internal)	120	96	84	72	60	48
Unit 3 (Internal)	120	96	84	72	60	48
Unit 4 (Internal)	240	192	168	144	120	96
Unit 5 ( <b>External</b> )	120	96	84	72	60	48
Unit 6 ( <b>External</b> )	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 4*

## Applied Certificate and Diploma in Criminology

The Certificate has two mandatory units (units 1&2) and the Diploma has four mandatory units (units 1-4).

To achieve A-E candidates must obtain the minimum UMS for the grade and a minimum of a pass in all units. 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.

	<b>Max UMS</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Unit 1 (Internal)	100	80	70	60	50	40
Unit 2 ( <b>External</b> )	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 (Internal)	100	80	70	60	50	40
Unit 2 ( <b>External</b> )	100	80	70	60	50	40
Unit 3 (Internal)	100	80	70	60	50	40
Unit 4 ( <b>External</b> )	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 5*

## Applied Certificate and Diploma in Business

This Certificate is made up of two mandatory units – Unit 1 and Unit 2 and the Diploma is made up of five units. Candidates complete four units, three of which are mandatory (Units 1, 2 and 5). Candidates have the choice of completing **either** Unit 3 **or** Unit 4.

To achieve A-E, candidates must obtain the minimum UMS for the grade and a minimum of a pass in all units. 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 in units 3 or 4 and unit 5.

	<b>Max UMS</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Unit 1 – <b>(External)</b>	100	80	70	60	50	40
Unit 2 - Internal	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 – <b>(External)</b>	100	80	70	60	50	40
Unit 2 - Internal	100	80	70	60	50	40
Unit 3 – <b>(External)</b>	100	80	70	60	50	40
Unit 4 – <b>(External)</b>	100	80	70	60	50	40
Unit 5- Internal	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 6*

## Applied Certificate and Diploma in Health and Social Care

This Certificate is made up of two mandatory units – Unit 1 and Unit 2 and the Diploma is made up of three mandatory units – Unit 1, 2 and 5 plus one of two optional units – Units 3 & 4 (a total of four units).

Grade A\* will be awarded to candidates who have achieved a grade A (320 uniform marks) in the overall qualification and at least 90% of the total uniform marks for the additional diploma units (Units 3 or 4 and unit 5).

	<b>Max UMS</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Unit 1 – <b>(External)</b>	100	80	70	60	50	40
Unit 2 – (Internal)	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 – <b>(External)</b>	100	80	70	60	50	40
Unit 2 – (Internal)	100	80	70	60	50	40
Unit 3 – (Internal)	100	80	70	60	50	40
Unit 4 – (Internal)	100	80	70	60	50	40
Unit 5- <b>(External)</b>	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 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).

To achieve Pass, Merit, Distinction or Distinction\*, candidates must obtain the minimum UMS for the qualification grade and a minimum of a pass in all units.

		Max UMS	D*	D	M	P
Unit 1	(Internal)	100		80	60	40
	<b>(External)</b>	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
	<b>(External)</b>	100		80	60	40
Unit 2 <b>(External)</b>		100		80	60	40
Unit 3 (Internal)		100		80	60	40
Unit 4 (Internal)		100		80	60	40
<b>Diploma</b>		<b>400</b>	<b>360</b>	<b>320</b>	<b>240</b>	<b>160</b>

*Table 8*

## Applied Diploma in Professional Construction Practice

The WJEC Level 3 Applied Diploma in Professional Construction Practice is made up of 4 units. All units are mandatory.

To achieve A-E candidates must obtain the minimum UMS for the grade and a minimum of a pass in all units. 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 Unit 4.

	Max UMS	A	B	C	D	E
Unit 1 – (Internal)	80	64	56	48	40	32
Unit 2 – <b>(External)</b>	80	64	56	48	40	32
Unit 3 – <b>(External)</b>	80	64	56	48	40	32
Unit 4 – (Internal)	160	128	112	96	80	64
<b>Diploma</b>	<b>400</b>	<b>320</b>	<b>280</b>	<b>240</b>	<b>200</b>	<b>160</b>

*Table 9*



## Applied Certificate in Statistical Problem-Solving Using Software

The certificate has one unit with two mandatory components.

To achieve Pass, Merit, Distinction or Distinction\*, candidates must obtain the minimum UMS for the qualification grade and a minimum of a pass in both 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 10*

## Applied Certificate and Diploma in Tourism

The Certificate is made up of two mandatory units and the Diploma is made up of four units. All units are mandatory.

To achieve A-E candidates must obtain the minimum UMS for the grade and a minimum of a pass in all units. 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 – (External)	100	80	70	60	50	40
Unit 2 – (Internal)	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 – (External)	100	80	70	60	50	40
Unit 2 – (Internal)	100	80	70	60	50	40
Unit 3 – (External)	100	80	70	60	50	40
Unit 4 – (Internal)	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 11*

## 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. **In view of the proximity of the November 2020 results to the end of the Autumn term it is advised that candidates liaise closely with their centres to establish how best to contact them during the period immediately after results. Candidates must liaise with their centre for the outcome of queries on results. WJEC cannot confirm result query outcomes directly to candidates.**

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 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.**

WJEC Offices will be closed on Wednesday 23<sup>rd</sup> December and will reopen on Monday 4<sup>th</sup> January 2021. Applications will not be processed during this period.

## 5. [When are certificates available?](#)

Certificates will be sent to centres by 26 March 2021.

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 the 31<sup>st</sup> January 2021. 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



### SUMMARY OF RESULTS

LEVEL 3 NEW QUALIFICATIONS JUNE 2017

CENTRE NO <b>68000</b>	CENTRE NAME <b>TEST CENTRE</b>	
CANDIDATE NO <b>50000</b>	CANDIDATE NAME <b>SURNAME FORNAME</b>	DATE OF BIRTH <b>01/01/00</b>
CANDIDATE UCI		CANDIDATE ULN

			UMS	Paper	Mark	Grade
ENVIRONMENTAL SCIENCE	DIPLOMA CASH IN	4473QD	238			P
ENVIRONMENTAL SCIENCE UNIT 1	UNIT 1	4473U1	062	01:UNIT 1 CONTROLLED	060 (120)	P
ENVIRONMENTAL SCIENCE UNIT 2	UNIT 2	4473U2	049	01:UNIT2 EXT. ASSIGNMENT	051 (120)	P
ENVIRONMENTAL SCIENCE UNIT 4	UNIT 4	4473U4	056	01:UNIT 4 PAPER	024 (090)	P

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

<b>1</b>	Displays the subject that the candidate has been entered for
<b>2</b>	Displays the option for which the candidate has been entered
<b>3</b>	Displays the subject number
<b>4</b>	Displays the UMS mark for the component and qualification
<b>5</b>	Displays the paper for which the candidate has been entered
<b>6</b>	Displays the raw mark
<b>7</b>	Displays the total raw mark
<b>8</b>	Displays the grade for the component and qualification