

REVIEWS OF MARKING (ROM)

SERVICE	DESCRIPTION	COST/UNIT	APPLICATIONS DEADLINE	OUTCOME ISSUED
Service 1	Clerical re-check	£11	24 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 component for a candidate	£46	24 th September	Within 20 calendar days of application
Service 2P	Priority Service 2	£55	20 th August	Within 15 calendar days of application

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.

VIEW SCRIPT ACCESS PAGE*

SERVICE	DESCRIPTION	COST/UNIT	ISSUED BY
View Script Access	Free access to scripts via the view script access page for 6 months following the publication of results.	Free	N/A

*Centres must obtain written consent to access candidate scripts.

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 via Portal.
- 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 prs@wjec.co.uk stating the candidate and centre name and number.

MARK SCHEMES

Mark schemes will be made available via Portal.

NOTICE TO CENTRES

The work of all candidates for whom a review of marking application 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. For reviews of marking where a subsequent appeal has been upheld.

APPEALS

SERVICE	COST/UNIT	APPLICATIONS DEADLINE
Preliminary investigation	£120	Appeals must be submitted within 30 calendar days of WJEC issuing the outcome of the ROMM.
Appeal hearing	£200	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.