

## REVIEWS OF MARKING AND MODERATION (ROMM)

SERVICE	DESCRIPTION	COST/UNIT	APPLICATIONS DEADLINE	OUTCOME ISSUED
Service 1	Clerical re-check	£11	11 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.	£40	11 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	11 April	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.***

***Written candidate consent is not required for a review of moderation. Candidates' marks may be lowered but their published subject grades will not be lowered in the series concerned. A lower mark may be carried forward to future certification.***

## 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 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 [prs@wjec.co.uk](mailto:prs@wjec.co.uk) stating the candidate and centre name and number.

**MARK SCHEMES** – Mark schemes will be made available via the WJEC secure website, normally on the date that results are issued.

**NOTICE TO CENTRES** – The work of all candidates for whom a result enquiry 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. Where a review of moderation results in centre marks being reinstated.

## APPEALS

SERVICE	COST/UNIT	APPLICATIONS DEADLINE
Preliminary investigation	£120	Appeals must be submitted within 30 calendar days of WJEC issuing the outcome of the clerical re-check or 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.