

## Candidate consent form for access to and use of examination scripts

AQA                      OCR                      Pearson                      WJEC

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component/unit code

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.

If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: ..... Date: .....

**This form should be retained on the centre's files for at least six months.**

## Clerical re-checks, reviews of marking and appeals

AQA            OCR            Pearson            WJEC

### Candidate consent form

#### Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you **must** sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

#### Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (Awarding Body, Qualification level, Subject title, component/unit)

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: ..... Date: .....

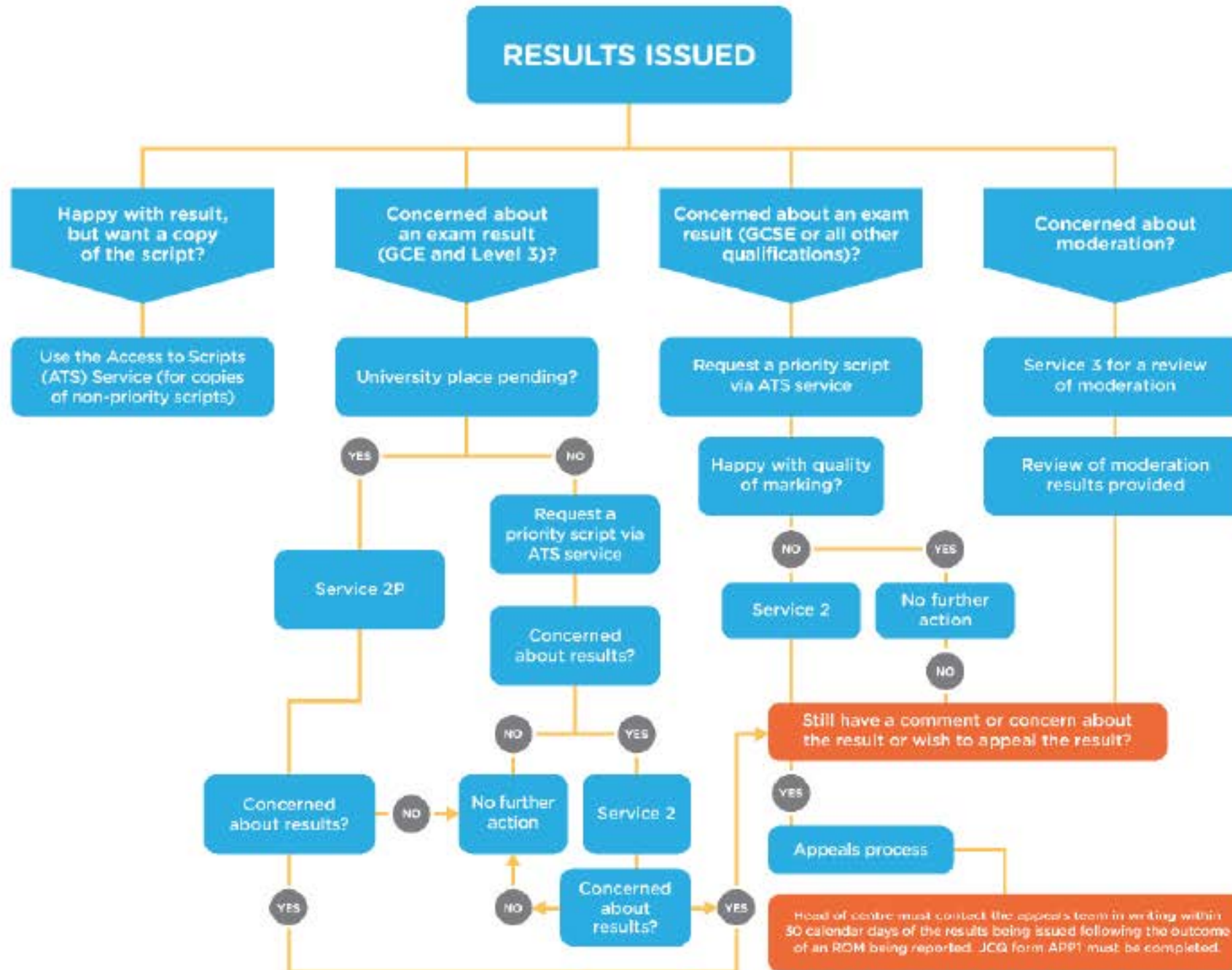
**This form should be retained on the centre’s files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.**

# WJEC POST RESULTS SERVICES



Following the publication of results for each examination series, WJEC offers a range of post-results services relating to Review of Marking (ROM) and access to examination scripts.

Here's a quick guide to help you select the right service:



## OUR SERVICES EXPLAINED

### ROM Service 1 (clerical re-check)

A re-check of all clerical procedures leading to the issue of a result.

### ROM Service 2 (includes clerical re-check)

#### Post-results review of marking

A review of the original marking to ensure that the agreed mark scheme has been applied correctly.

### ROM Service 2P (includes clerical re-check)

#### Post-results priority review of marking (GCE and Level 3 only)

A priority review of the original marking to ensure that the agreed mark scheme has been applied correctly.

### ROM Service 3

#### Post-results review of Moderation (not available for individual candidates)

A review of the original moderation to ensure adjusted marks have been applied consistently with the agreed mark scheme.

### Access To Script (ATS)

#### Priority scripts requested prior to an ROM

Non priority for teaching and learning purposes returned after ROM deadline.

## REVIEWS OF MARKING AND MODERATION (ROMM)

SERVICE	DESCRIPTION	COST/UNIT	APPLICATIONS DEADLINE	OUTCOME ISSUED
Service 1	Clerical re-check	£11	26 <sup>th</sup> 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 unit/component for a candidate: GCSE and other Level 1 / Level 2 qualifications GCE and other Level 3 qualifications	£40 £46	26 <sup>th</sup> September	Within 20 calendar days of application
Service 2P	Priority Service 2 (GCE and other Level 3 qualifications only)	£55	22 <sup>nd</sup> August	Within 15 calendar days of application
Service 3	Post-results review of moderation. Not available for individual candidates. Fee charged per candidate reviewed (charged up to a maximum of 20 candidates)	£32	26 <sup>th</sup> September	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.

## REVIEW OF MODERATION

A post-results review of moderation of GCSE and GCE Design and Technology and Art and Design: £320 per unit/component reviewed at the visit (up to one day per unit/component. Where entries are above 30 candidates per unit/component additional days may be required, each day chargeable at £320).

Not available for individual candidates.

## MARK SCHEMES

Mark schemes will be made available via the WJEC secure website

## NOTICE TO CENTRES

The work of all candidates for whom a review of marking or moderation 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. 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 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.