



Willow Bank School, Winwick Road, Newton le Willows, Merseyside, WA12 8DE

Headteacher: Ms Anne Kyle

21st October 2024

Dear Parent/Carer

Subject: Entry Level Qualification Entries January 2025

During this school year your child will be completing **Entry Level Certificate exams known as Non-Exam Assessments**. This is where your child will complete a type of assessment based on a scenario or exam paper set by the exam board.

These exams **do not always have a set date**. Your child will sit them in class during the normal school day when their teacher thinks they are ready to do so.

I am now able to confirm your child's entries for completion by January 2025. Please find enclosed their individual entry for

- **AQA 5930 – Mathematics**
- **AQA 5970 – Step up to English**

These assessments are governed by JCQ rules and regulations links provided below. Please take the time to read these with your child to make sure you are both aware of the regulations – especially the *Information for non-exam assessments and Using AI in exams and assessments*

- JCQ Information for Candidates <https://www.willowbank.st-helens.sch.uk/parents-carers/exams-information>
- There is also full information on the JCQ website: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>
- Examinations Review of Marking and Appeals Policy is available on the school website <https://www.willowbank.st-helens.sch.uk/parents-carers/exams-information>

Any breach of JCQ Rules and Regulations will result in your child being **disqualified**.

In addition, under the **Data Protection Act and General Data Protection Regulation 2018** we will be providing relevant personal data for your child including name, date of birth, and gender, to the awarding bodies for the purpose of sitting an exam and awarding qualifications.

- JCQ Privacy notice can be found on the school website <https://www.willowbank.st-helens.sch.uk/parents-carers/exams-information> and <https://www.willowbank.st-helens.sch.uk/key-information/policies>

If you have any questions that you would like to ask, please don't hesitate to contact me at school. Finally, on behalf of all the staff at school, may I wish your child every success in these assessments.

Yours sincerely

Helen Lyons

Mrs H Lyons
Data & Assessment Manager

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