



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

Headteacher: Mrs Nicola Laughton

March 2025

Dear Parent/Carer

Subject: External Exam Entries Summer 2025

I am now able to confirm your child's qualification entries for the Summer 2025 series. Please find enclosed your child's **Exam and Non-Examination Assessments (NEA) entry statement** and **timetable** for the summer 2025.

Your child's **Statement of Entry** shows

- Board timetabled - Written exams
- Not Timetabled - Non-Examination Assessments (NEA)

Your child's **Individual Candidate Timetable** shows

- Board timetabled - Written exams detail date, start time, duration in minutes, exam board, qualification level, qualification element and exam paper component

These written exams are the **only days and times they can take place**, so it is vital that your child is in school.

There will be other types of formal exams during the spring and summer term known as **Controlled Assessments, Coursework, and Non-Examination Assessments (NEA)**. These will appear on your statement of entry as "Not Timetabled". They do not have a set date and your child will sit them when their teacher thinks it is best during the normal school day.

These examinations both written and NEA 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 written examinations*. **Any breach** of JCQ Rules and Regulations will result in your child being **disqualified**.

1. JCQ Information for Candidates can be found on the main Willow Bank school website <https://www.willowbank.st-helens.sch.uk> go to **Parent Carers, Exams Information, JCQ Rules and Notices** tab.
 - JCQ Unauthorised Items Exam Notice
 - JCQ Warning to Candidates
 - JCQ Preparing to sit your exams
 - JCQ Information for Candidates – Written Exams
 - JCQ Information for Candidates – Non-Exam Assessment
 - JCQ Information for Candidates – Coursework
 - JCQ Information for Candidates Using AI – Exams & Assessments
 - JCQ Information for Candidates Using Social Media – Exams & Assessments
2. There is also full information on the JCQ website: <https://www.jcq.org.uk> go to **Exams Office, Information for Candidates Documents** tab.
3. Examinations Review of Marking and Appeals Policy is available on the school website <https://www.willowbank.st-helens.sch.uk> go to **Parent Carers, Exams Information, Policies** tab.

Tel: 01744 678745

Email: willowbank@sthelens.org.uk

Website: www.willowbank.st-helens.sch.uk





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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> go to **Key Information, Policies, GDPR** tab.

If you have any questions that you would like to ask, please don't hesitate to contact Cath Hughes Acting Assistant Head (Quality of Education) at school (email willowbank@sthelens.org.uk). 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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