



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

Headteacher: Mrs Nicola Laughton

March 2025

Dear Parent/Carer

Subject: Entry Level Qualification Entries Summer 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 or coursework element 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 May 2025. Please find enclosed their individual exam board entries.

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*. **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 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.

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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