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

Headteacher: Ms Anne Kyle

3rd October 2023

Dear Parent/Carer

Subject: Non-Exam Assessment / Controlled Assessments 2023/2024

During this academic year your child may complete **Entry Level Certificate** qualifications in class, based on an exam paper set by the exam board.

- Non-Exam Assessments
- Controlled Assessments / Coursework

These types of exams **do not always have a set date.** They are sat during the normal school day when their teacher thinks it is best and they are ready to do so. You will be advised if your child has been entered.

These are important and upon meeting the level needed to pass, they will be awarded with a qualification in the summer 2024.

Please find enclosed the **JCQ Information for Candidates**. Please take the time to read these with your child, to make sure you are both aware of the rules. Any breach may result in your child being disqualified.

- Information for candidates' coursework assessments
- Information for candidates' non-examination assessments.
- Using Social Media and exams/assessments
- Warning to Candidates
- Mobile Phone and Watch Notice

Please note our Examinations Review of Marking and Appeals Policy is available on the school website and on request. There is full information on the JCQ website: www.jcq.org.uk.

In addition, we are legally obliged to inform you under the Data Protection Act and General Data Protection Regulation 2018 that we will provide relevant personal data including **name, date of birth, and gender** to awarding bodies for the purpose of exams and qualifications.

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, Exams & Assessment Manager

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