

Our Ref: JP/RB/JAS

12<sup>th</sup> February 2025



Wednesfield Academy  
www.wednesfieldacademy.co.uk

Dear Parent/Carer

**Re: Information - Controlled Assessments**

If your child is studying a BTEC or WJEC vocational qualification, they will be required to complete controlled assessments for the submission of work for some units.

Controlled assessments for BTEC subjects are ongoing throughout the year and external individual unit examinations will be undertaken within the specified timeline. Pupils will be given advance notice of when these will take place and attendance is compulsory.

It is essential that all pupils undertaking these controlled assessments adhere to the JCQ regulations.

All external examinations and controlled assessments are conducted under the **JCQ Examination Regulations**.

**JCQ information for Candidates - Examinations 2024-2025.**

[IFC-Coursework Assessments 2024 FINAL.pdf](#)

[IFC-NE Assessments 2024 FINAL.pdf](#)

[IFC-On-Screen Examinations 2024 FINAL.pdf](#)

[JCQ Social Media Infographic v4](#)

Please ensure that you have read these regulations with your child. Communication of any form is not permitted, and this includes communication via email and social media.

**Breach of these regulations during a controlled assessment can lead to disqualification for the pupil.**

Should you have any queries regarding the JCQ Examination Regulations, please email [postbox@wednesfieldacademy.co.uk](mailto:postbox@wednesfieldacademy.co.uk) for the attention of Mrs R Beazley (Deputy Headteacher) or call 01902 558222.

Yours faithfully

Mr J Phillips  
Headteacher



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