



6 March 2023

Dear Parents and Carers

**Re: Examinations Handbook 2022/2023**

Please find attached the examinations handbook for 2022/2023.

You may recall receiving this information in November, but with the exams quickly approaching I feel that it is important that it is sent to you again as it contains some very helpful information.

We are required to send this to all students, parents and carers and we urge you to familiarise yourself with the contents.

You are also asked to visit the school website and read the documents under the 'JCQ Information for Candidates' for important information and guidance from the JCQ in preparation - <https://www.st-martins.essex.sch.uk/curriculum/exams/>

Individual timetables are currently being prepared and we will let you know once they have been finalised. There is no need to contact us at this stage to notify us of clashes or examinations that are not appearing on the timetable if the statement of entry was correct.

If you require any further information on results or on any other aspects of the examination process, please see the 'Exams' information page of the school website, alternatively you can contact me on 01277 238350 or [cadams@st-martins.essex.sch.uk](mailto:cadams@st-martins.essex.sch.uk).

Yours sincerely

Ms Carly Adams  
**Senior Examinations Officer**

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Chief Executive Officer: Mr R Duff  
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