



13 September 2021

Dear Parents and Carers

**Re: Year 8 PPEs (Postponed until Year 9)**

As you will be aware due to isolation of the year group in the last few weeks of term in July, it was decided to postpone the Year 8 PPEs. These will now take place in October and the timetable is enclosed.

Your son or daughter's individual timetable will indicate the room your child will be seated in and their specific seat number. This will be available by logging into insight and found under the assessment tab in the coming weeks. Students are asked to pay particular attention to the room and seat number given to them for each examination (this may differ). We advise that students take a screen shot of their timetable on their mobile phone for easy reference.

Please can you remind your son or daughter that we adhere to strict examination conditions. Students must arrive twenty minutes before the start time indicated and line up on the tennis courts where they will be led to the examination room by a member of staff. When students are seated, the examination will begin. Exams can start slightly early or late, so it is imperative that students arrive on time and refrain from turning up at the actual start time as this can cause upset and disruption. Students must not bring any electronic equipment into the examination room and all equipment should be in a clear see-through pencil case. A **BLACK** pen must be used for examinations. Students not wearing full school uniform may not be permitted into the exam room.

Please find below the link with instructions on how to download and install the Insight App for mobile phones.

<https://www.st-martins.essex.sch.uk/site/data/files/documents/861EF4DFEECA1E8292602229F60DF93F.pdf?pid=152>

Students should access Insight using the same username and password used to login to the school computers. It is important that students use their own personal login, as when the results are released, parents and carers will not have access to results directly. Results are delivered to students only in line with the JCQ regulations.

If you require any further information please see the examinations section of the school website or alternatively you can contact me on 01277 238350 or [cadams@st-martins.essex.sch.uk](mailto:cadams@st-martins.essex.sch.uk).

Yours sincerely

Mrs C Adams  
**Senior Examinations Officer**

*Be The Best You Can Be*