



7 February 2021

Dear Parents and Carers

**Re: Summer 2022 Examination Statement of Entry**

The summer 2022 examination entries have now been finalised and a statement of entry will be given to your son or daughter during form time this week. It is vital that all entries are checked at your earliest convenience with your son or daughter.

We are trialling a new module where you will be sent a link via GroupCall to view your child's entries and personal details which will appear on the certificates. You are then prompted to confirm online that the details are correct.

You can also view your child's entries on Insight (not accessible through the mobile app) by following this link: <https://reports.st-martins.essex.sch.uk/INSIGHT/secure.aspx?ReturnUrl=%2finsight>

In the personal details section please ensure that all of the following details are correct:

- Legal name (this will appear on certificates, it will read forename, middle initial, surname)
- Date of birth

In the assessments section select examination entries. Please check that:

- All of the subjects that your child takes are listed including EPQ
- The correct tier i.e. higher or foundation has been selected (if applicable)

If any amendments need to be made, please contact the exams office by 18 February 2022 via email. Amendments made after this date may be subject to a fee in accordance with the examination boards fees guidelines.

If your son or daughter no longer takes a subject that is appearing on their statement of entry, please let us know so that we can withdraw their entry.

A list of examination boards and codes is available on the school website under the 'Examinations' section to aid with the checking process.

If you need any further information, please do not hesitate in contacting me on 01277 238350/321 or [exams@st-martins.essex.sch.uk](mailto:exams@st-martins.essex.sch.uk).

A full timetable can be viewed on the exams page of the school website, clashes will be looked at in due course and we do not need to be notified of these in advance.

Yours sincerely

Ms Carly Adams  
**Senior Examinations Officer**

*Be The Best You Can Be*