



26 January 2022

Dear Parents and Carers

Re: Year 12 Pre Public Examinations (PPEs)

Please find attached the Year 12 PPE timetable.

Your son or daughter's individual timetable is available to view by logging into the Insight app. Students should gain access to Insight using the same username and password that they use to login to the school computers. Students are asked to pay particular attention to the room and seat number given to them for each examination. We advise that students take a screen shot of their timetable on their mobile phone for easy reference. 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. We will also be relaying this information to students via email and form tutors.

Please can you remind your son or daughter that we adhere to strict examination conditions. Students must line up on the tennis courts twenty minutes before the published start time of their examination, they will then be led to the examination room and when students are seated, the examination will begin. This may result in the examination starting early or late, so it is imperative that students adhere to the arrival instructions as turning up at the advised start time can cause upset and disruption. Students must not bring any electronic equipment into the examination room; all equipment should be in a clear see-through pencil case. A **BLACK** pen must be used for examinations. Students not adhering to the sixth form dress code may be refused entry into the exam room. Students should ensure that they bring their identification cards.

Please note that a new regulation has come into force in which students are not permitted to wear a wrist watch in an examination. We therefore ask that watches are left at home, or alternatively handed in to an invigilator before entering. Being in possession of any unauthorised material is classed as malpractice and we are under obligation to report all incidents to the awarding bodies.

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.

Yours sincerely

Mrs C Adams
Senior Examinations Officer

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