



3 November 2022

Dear Parents and Carers

**Re: Year 13 Pre-Public Examinations (PPE)**

Please find attached the Year 13 PPE timetable.

Your son or daughter's individual timetable is currently being prepared and will be available to view by the end of this month by logging into the Insight app. Students can gain access to Insight using the username and password 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.

Please can you remind your son or daughter that we adhere to strict examination conditions. Students must line up at the designated area 20 minutes before the published start time of their examination. They will then be led to the examination room and once students are seated, the examination will begin. This may result in the examination starting earlier or later than the published start time. It is therefore imperative that students adhere to the arrival instructions as turning up at the proposed 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 not be permitted into the exam room. All students should bring photo identification with them to every examination and produce this for checking before entry to the exam room.

Year 13 students will be on study leave for the duration of this PPE period. The north gate will open 15 minutes prior to the examination and re-opened for up to 10 minutes after.

If you require any further information please see the examinations section of the school website or alternatively you can contact me on 01277 238350/321 or [exams@st-martins.essex.sch.uk](mailto:exams@st-martins.essex.sch.uk)

Yours sincerely

Ms C Adams  
**Senior Examinations Officer**

*Be The Best You Can Be*

