



17 January 2019

Dear Parents and Carers

**Re: Examinations Handbook 2018/2019**

Please find attached the examinations handbook for 2018/2019.

It is imperative that students read through the handbook, especially the notices and warnings from the examination boards, which you may find located at the back of the handbook. We advise that you save the handbook as you may find it very helpful throughout the examination process.

A copy of this handbook and the JCQ notices can also be viewed on the 'Exams' section of the school website.

This handbook will be sent out again in May 2019 in preparation for the summer series of examinations.

Please note that as the examination boards have set the contingency day as 26 June 2019, holidays and any other bookings should not be made until after this date. Students will receive their individual timetables in March/April 2019. A full examination timetable can be viewed on the 'Exams' section of the school website.

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**