



21 January 2019

Dear Parents and Carers

Re: Year 12 Pre Public Examinations

Please find attached the Year 12 Pre Public Examinations (PPE) timetable. Individual timetables can be viewed by logging onto Insight and these will become available within the next couple of weeks.

A hard copy of the individual timetables will be issued one week before the first examination and will indicate the room your son or daughter will be seated in and their specific seat number, these will need to be brought to every examination.

Please can you remind your son or daughter that we adhere to strict examination conditions at all times. Students will be informed about arrangements and will line up on the tennis courts, they will then be led to the examination room and when they are seated, the examination will begin.

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.

All students must bring photographic identification that will need to be produced before entering the examination room.

If you require any further information on results or on any other aspects of the examination process, please see the examinations section of the school website. Alternatively, you can contact me on 01277 238350 or cadams@st-martins.essex.sch.uk.

Yours sincerely

Ms Carly Adams
Senior Examinations Officer