



4 March 2019

Dear Parents and Carers

**Re: Examination Clashes Summer 2019**

It has come to our attention that your son or daughter has an examination clash on 23 May 2019 between English Literature and BTEC Business.

Details of the new arrangement can be found on your son or daughter's individual examination timetable, which can be viewed by logging onto Insight.

You will note that there is a break between these examinations; this break needs to be supervised. Your son or daughter will stay with the examinations officer or an invigilator during this time. It is extremely important that once the first examination has finished, students that have this clash do not leave the examination room with the other students; if they do, they will have broken exam board regulations and will not be permitted to sit their second examination.

Please be advised that your son or daughter will not be permitted to interact with other students or have the use of a mobile phone, laptop or any other electronic device during the supervised break. They will not be able to go to public places such as the common room or cafeteria. Please ensure that your son or daughter has a packed lunch and a drink. This can be left in the examinations office along with any revision books and bags. Students may revise in their break.

If your son or daughter withdraws from one of these examinations they must inform the examinations office immediately as these arrangements will be void and the original times must be adhered to.

If you require any further information, please do not hesitate to 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**