



7 May 2019

Dear Parents and Carers

Re: Summer 2019 Examination Timetables

Individual timetables for the summer 2019 series of examinations will be issued to students today. We are unable to issue replacements so any lost timetables will need to be printed by students; this can be done logging onto Insight using their school computer login details, where they can access a 'read only' version.

Students are asked to arrive at the tennis courts 15 minutes before the start time of their examination and to bring their individual timetable with them as it details their exam room and seat number. Please ensure that your son and/or daughter brings all the required equipment including a **BLACK** pen. Full school uniform must be worn.

The 'Student's Examinations Handbook' is guidance for parents and students and is a helpful document detailing the whole exams process. I would advise that you ask your son and/or daughter to take time in reading this. It includes very important notices and warnings from the JCQ (Joint Council for Qualifications) and a helpful questions and answers section. I have attached a copy of this information to this email but it can also be located by visiting <https://www.st-martins.essex.sch.uk/exams>.

If you require any further information, please do not hesitate to contact me on 01277 238350 or exams@st-martins.essex.sch.uk.

Good luck to all of our students!!!

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Adams', written over a horizontal line.

Ms C Adams
Senior Examinations Officer