



14 February 2020

Dear Parent or Carer

**Re: Year 7 & Year 8 Pre Public Examinations**

Please find attached the year 7 and year 8 Pre Public Examinations (PPE) timetable. Individual timetables can be viewed by logging onto Insight and these will become available in March.

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 his or her 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 must arrive 20 minutes before the start time and line up on the tennis courts, they will then be led to the examination room and when students are seated, the examination will begin, this may result in the examination starting slightly early, or late.

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.

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 [exams@st-martins.essex.sch.uk](mailto:exams@st-martins.essex.sch.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Bates'.

Mrs C Bates  
**Acting Examinations Officer**