



28 September 2020

Dear Parents and Carers

Re: Year 13 Pre Public Examinations

Please find attached the Year 13 PPE timetable. Your son or daughter's individual timetable, which will indicate the room your child will be seated in and their specific seat number is available by logging into insight and can be found under the assessment tab. A hard copy will be given to students one week before the exams are due to start. Students are asked to pay particular attention to the room and seat number given to them for each examination. We advise that students take a screen shot of their timetable on their mobile phone for easy reference.

Please can you remind your son or daughter that we adhere to strict examination conditions. Students must arrive twenty minutes before the start time and line up on the tennis courts. Students will then be led to the examination room and when seated, the examination will begin. This may result in the examination starting early or late, so it is imperative that students adhere to the arrival instructions as turning up at the actual start time can cause upset and disruption. 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. Students not adhering to the sixth forms dress code may not be permitted into the exam room.

If you require any further information please see the examinations section of the school website or alternatively you can contact me on 01277 238350 or cadams@st-martins.essex.sch.uk.

Yours sincerely

Mrs C Adams
Senior Examinations Officer

Be The Best You Can Be