



2 November 2020

Dear Parents and Carers

**Re: Year 11 PPEs – January 2021**

Please find attached the Year 11 Diagnostic Test timetable. Your son or daughter's individual timetable will be available in the coming weeks by logging into the Insight app.

Students should gain access to Insight using the same username and password that they use to login to the school computers. 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. It is important that students use their own personal login, as when the results are released, parents and carers will not have access to results directly. Results are delivered to students only in line with the JCQ regulations. We will also be relaying this information to students via email and form tutors.

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, 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 early or late, so it is imperative that students adhere to the arrival instructions as turning up at the advised 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 wearing full school uniform 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](mailto:cadams@st-martins.essex.sch.uk).

Yours sincerely

Mrs C Adams  
**Senior Examinations Officer**

*Be The Best You Can Be*