



25 March 2021

Dear Parents and Carers

Re: Year 10 PPEs – April 2021

Please find attached the Year 10 PPE (Pre-Public Examination) timetable. Your son or daughter's personal timetable will be available by logging into the Insight app.

Students can gain access to Insight using the username and password that they use to log into the school computers. Students are asked to pay particular attention to the room and seat number given to them for each examination as this may differ. We advise that students take a screen shot of their timetable on their mobile phone for easy reference.

After half term, your son or daughter will be shown how to log into Insight in form to ensure that they can easily access and understand their timetable. Students will be asked to sign their name to confirm that they have been shown, and also asked to provide their mobile phone number so that we can easily get hold of students if for any reason they fail to attend an exam.

Please can you remind your son or daughter that we adhere to strict examination conditions, even in the PPEs. Students must arrive twenty minutes before the published start time and line up on the tennis courts. They will be led to the examination room by a teacher and once students are seated, the examination will begin. This may result in the examination starting early or late. It is imperative that students adhere to the arrival instructions as turning up at the venue at the actual start time can cause upset and disruption. Equipment needed for the examination should be in a clear see-through pencil case. A **BLACK** pen must be used for examinations. Students will be asked to leave their mobile phones in their bags or hand them to an invigilator before entering the room. Failure to do this may lead to disqualification.

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

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