



26 April 2021

Dear Parents and Carers

**Re: Mini Assessment Timetable**

Your son or daughter's individual examination timetable for the mini assessments is now available to download by logging into the Insight app.

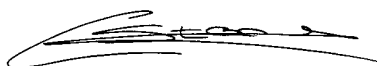
Students should gain access to Insight using the same username and password that they use to login to the school computers. Students are asked to pay particular attention to the room and seat number given to them for each examination. We advise that students take a screenshot of their timetable on their 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 note that in addition to the mini assessment dates, the original GCSE and A-level dates will also appear on the timetable section of Insight. This is something that cannot be removed as it is base data from the awarding bodies. Please disregard any examinations that do not display a room and seat number, or any examination that is scheduled to take place after the 24 May 2021.**

Please can you remind your son or daughter that 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.

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*