



19<sup>th</sup> November 2024

Dear Parents/Carers,

Please find attached the timetable for the Year 12 Pre Public Examinations (PPEs) which will be taking place in Da Vinci Hall between Monday 2<sup>nd</sup> and Friday 6<sup>th</sup> December. A copy of your son/daughter's individual timetable is also available in the Exams section of Edulink.

We will follow the same procedures for the PPEs as we do for all external examinations. Your son/daughter will need to bring their own equipment for the examinations, including maths equipment and a working calculator. If students do not have the equipment this can be obtained from the finance office prior to the examinations. All equipment should be in a clear pencil case or plastic bag. Students are not allowed to take food into the venue; however they may take in a bottle of water (as long as it has a sports top), again in a clear bottle. No juice or fizzy drinks will be permitted. Please also be aware that all watches, mobile phones, iPods, MP3 players or other electronic devices will need to be switched off and placed in the plastic wallet that will be on the students' desk, this will then be collected and stored at the front of the venue for the duration of the examination.

If your son/daughter does not have an examination then they will continue with their normal timetabled lessons and should bring in the correct books.

Morning examinations start promptly at 8.55am. If your son/daughter is sitting a morning examination they will need to register as normal and then line up quietly outside the venue at least 10 minutes before the start of the examination and await instructions.

We will expect the highest standards of behaviour and conduct from students, along with suitable clothing while in the exam room as per our dress code which includes the wearing of their school ID card and lanyard.

If you or your child have any questions about the PPEs please email our exams team on [ExamQueries@marlborough.herts.sch.uk](mailto:ExamQueries@marlborough.herts.sch.uk).

We wish every student the best of luck with their PPEs.

Yours sincerely,

Mr A Stanton  
Deputy Headteacher

