



6th June 2025

Dear Parents/Carers,

Please find attached the timetable for the Year 12 Pre Public Examinations (PPEs) which will be taking place between Monday 23rd June and Friday 4th July. The PPEs will take place in two venues, the Sports Hall from 23rd to 27th June and Da Vinci Hall from 30th June to 4th July.

We will follow the same procedures for the PPEs as we do for all external examinations. Students will need to bring their own equipment for the examinations, for example, should a student study Maths, they will need to bring their 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 watches, mobile phones, iPods, MP3 players, smart glasses or other electronic devices will need to be switched off and placed in the plastic wallets (provided by the school) on the students' desks. These will be collected by staff, placed in a box at the front of the venue and returned at the end of the examination.

If your child does not have an examination they will continue with their normal timetabled lessons. As with all lessons, they will need to bring in their folders and equipment. We would recommend that students use their free lessons to revise; the LRC and the study centre are available each day.

Morning examinations will start at 9am and afternoon examinations will start at 1.15pm. For morning examinations students 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. For afternoon examinations students should take their lunch break during period 4 (from 12.20pm) and then line up quietly outside the venue from 1pm and await instructions.

We expect the highest standards of behaviour and conduct from students. We also expect our students to wear suitable clothing, as per our dress code, which includes the wearing of their school ID card and lanyard.

If you have any questions about the PPEs please contact your child's subject teachers in the first instance or email our exams team: ExamQueries@marlborough.herts.sch.uk.

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

Yours sincerely,

Mr A Stanton
Deputy Headteacher

