



7th November 2025

Dear Parents/Carers,

Please find attached the timetable for the Year 13 Pre Public Examinations (PPEs) which will be taking place in Da Vinci Hall between Monday 1st and Friday 5th December. A copy of your son/daughter's individual timetable will also be available in the Exams section of Edulink shortly.

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, smart glasses 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. 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

