

	Checklist for downloading and printing OxfordAQA question papers	Completed (✓)
Planning for exams	An Exam Officer/Centre Administrator be available on every OxfordAQA exam day	
	Head of centre will be available on every applicable OxfordAQA exam day	
	Centre Services accounts must be checked before exams.	
	Question papers will be available 90 minutes before the published exam start time.	
	If moving an exam due to a clash, download during the 90-minute window.	
Download Question Papers	Log in to Centre Services using multi-factor authentication (MFA).	
	Go to 'Exams' > 'Day of exam material' > 'View Day of exam resources'.	
	Select the required question paper or resource.	
	Click 'Send me a code' and ensure pop-ups are enabled.	
	Select a reason for download.	
	Code will be emailed to Centre Administrator. Others notified.	
	Enter the code once per session to access all papers.	
	Paper will download to your Downloads folder.	
Need help?	Call OxfordAQA immediately: +44 (0)161 696 5995.	
	Clearly explain the issue.	
	Head of Centre verification is required.	
	Ensure Head of Centre is available up to 90 minutes before the exam.	
Before Printing	Use a secure, access-controlled area.	
	Only trained staff should handle papers.	
	Check if the paper includes colour content.	
	Printer settings: Colour printing, 600dpi resolution, A4/A3 80gsm paper.	
	Do not photocopy.	
	Only print what is needed.	
Printing	Set scaling to 'Actual size' or '100% custom scaling'.	
	Confirm paper size is A4 or A3.	
	Enable double-sided printing: Flip on long edge.	
After Printing	Ensure every page is printed.	
	Compare printed version with original PDF. Ensure pages are in correct order.	
	Check sizing, shading, colour, graphs, diagrams, and images.	
	Delete question paper file and remove from Deleted Items.	
	Securely store printed papers in a clearly marked, non-transparent envelope.	
Returning completed question papers (scripts)	Scan each script before returning.	
	Download and print labels from Centre Services	
	Bag and label each unit/component separately.	
	Use return sacks as provided.	
	Request more sacks via Stationery Order Form to dispatches@aqa.org.uk .	
	Avoid stapling. Use a paper clip to collate each script if needed.	