

# General information for students

## Preparing for exams

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Once your entry has been confirmed, your school or exam centre will be responsible for:

- Forwarding you details of your entry/entries as processed in our system
- You will receive a statement of entry showing:
  - your four-digit candidate number,
  - your **UCI** (Unique Candidate Identification) number, made up of 13 characters and only for use by you
  - your personal details held by us (**please check this information carefully**)
  - the dates and duration of timetabled exam papers
- ensuring that you are aware of the published timetable for your exams
- informing you of the **venue(s)** and starting times of your exams if they are different to the published timetable
- informing you of the venue, date and starting times of any speaking test sessions or non-timetabled exams that are not shown on the timetable or your statement of entry
- providing you with any additional information to ensure that you arrive for your exam on time and at the appropriate place
- forwarding to you, where appropriate, any preliminary (pre-release) material that you might need before your exam
- issuing to you, as appropriate, a copy of the following notices. These can also be downloaded from the OxfordAQA information for students documents [Exams guidance | OxfordAQA International Qualifications](#)
  - Information for students – non-examination assessments
  - [Student Privacy Policy | OxfordAQA International Qualifications](#)
  - Information for students – on-screen tests
  - Information for students – written exams.
- informing you of when and where to collect your exam results
- informing you when your exam certificate (if appropriate) is available.

### Top tips for students:

- Check that your personal information (name, date of birth) is correct. Inform your school if a change is needed.
- Our system has a limit of 40 characters per full name. If your name appears shorter on your entry information, ensure your school is aware of this and has submitted our name variation form, so we can ensure your results documents contain the correct full name.
- Retain your UCI number – this number is unique to you and can be used to enter any OxfordAQA qualification. Keep it safe.

## Using social media and examinations/assessment

While we like to share our experiences online, when it comes to exams and other assessments, we must be careful.

Sharing ideas online can be helpful when you're studying or revising

However, sharing certain information can break the rules and could affect your results – this includes:

- Buying, asking for or sharing exam or assessment content
- Passing on rumours of what's in exams or assessments
- Sharing your work
- Working with others so that your assessment is not your own independent work.

### Remember:

- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

Things **not to do** on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Not be allowed to take exams and assessments for several years

### Exam day checklist (✓)

Before sitting your exams, ensure you know:		What you cannot take into exams	
<input type="checkbox"/>	The date, time and location of each of your exams	<input type="checkbox"/>	any type of phone
<input type="checkbox"/>	Who to contact at school or centre in case there's an emergency making you late or unable to sit the exam	<input type="checkbox"/>	any type of watch (including analogue, digital and smart watches)
		<input type="checkbox"/>	smart devices, including AirPods or similar, smart glasses or tablets
		<input type="checkbox"/>	revision notes
What you will need		Other important information	
<input type="checkbox"/>	a clear pencil case	<input type="checkbox"/>	<b>Listen carefully</b> to the invigilator (exam supervisor). If you're unsure about anything, <b>raise your hand</b> and wait for help.
<input type="checkbox"/>	at least two black ink pens	<input type="checkbox"/>	<b>Write your details</b> on the front of your answer booklet.
<input type="checkbox"/>	an approved calculator for relevant exams	<input type="checkbox"/>	If you need <b>extra paper</b> , raise your hand. Don't forget to write your details on it too.
<input type="checkbox"/>	appropriate equipment, such as ruler or protractor, for relevant exams	<input type="checkbox"/>	If you feel <b>unwell</b> or need the <b>toilet</b> , raise your hand and wait to be escorted.
<input type="checkbox"/>	if you choose to take one, a clear water bottle with no label.	<input type="checkbox"/>	<b>Stay silent</b> at all times. Talking could lead to <b>disqualification</b> from all your exams

### Adding your details to an OxfordAQA question paper

Please use your name as entered on our system to ensure smooth processing.

The diagram shows a form for entering details on an OxfordAQA question paper. The form includes the following fields and callouts:

- OXFORDAQA INTERNATIONAL QUALIFICATIONS** (Header)
- Centre number**: A five-digit grid. Callout: "Your school's five-digit number".
- Candidate number**: A four-digit grid. Callout: "The four-digit number assigned to you".
- Surname**: A text field. Callout: "Your family name(s)".
- Forename(s)**: A text field. Callout: "Your first name(s)".
- Candidate signature**: A line for a signature. Below it is the text "I declare this is my own work."