

May/June 2026: Submitting Evidence of Student Performance

Centre Upload Instructions

Version 1.0 – April 2026

This document outlines guidance for submitting evidence of student performance, for those students who are affected by the cancellation of exams in their region

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1.1 Introduction

If exams cannot take place in your region during the May/June 2026 exam series, centres must submit evidence for every student entered for OxfordAQA International GCSE, AS or A-level qualifications who wishes to certify this exam season and falls into an approved category.

More details about the arrangements in place can be found here on the [Oxford AQA website](#).

This guidance explains how to prepare your files, upload candidate work, and confirm final submission so your files can be released to an AQA examiner.

1. Access

Your May/June 2026 alternative evidence ShareFile folder

2. Upload

Upload files per candidate to individual folders for each subject in accordance with the guidelines

3. Confirm

Submission of your alternative evidence by uploading a centre declaration, this tells AQA your work is ready for marking

1.2 Support & Contacts

If you need help after reading this guidance, please contact us at info@oxfordaqa.com or telephone us on **+44 (0) 161 696 5995**

Our Customer Services team are here and ready to help Monday to Friday 8:00am-5:00pm UK time.

More complex queries may be referred to the alternative evidence processing team. This team may also get in touch with you following submission if there are any issues with your uploaded evidence.

1.3 Subjects submitted via May/June 2026 alternative evidence process

Please review entries via [Centre Services](#).

If a student is expected to be absent, exempt, or is opting out of taking a qualification for this series, please contact Customer Services to modify the entry by **15 May 2026**.

2.1 Before you start

Evidence is uploaded via AQA's preferred filesharing service, [ShareFile](#). ShareFile is similar to other file sharing platforms such as Google Drive, Microsoft OneDrive, or Dropbox, but meets the data security and retention policies needed to transfer candidate materials.

To use [ShareFile](#) and upload evidence, you will need:

- An email confirmation from an AQA user of alternative evidence ShareFile folder setup
- Candidate entries fully processed for the relevant subjects
- Candidate evidence in a digital format and saved in an accessible location on your computer or device
- Files labelled using the correct naming convention (see section 2.2)
- A centre declaration filled out for the spec/subject

You must keep copies of all the files you upload to alternative evidence ShareFile. We may contact you in the event of a problem with the files you've submitted, and request you upload them a second time.

2.2 Preparing your files

File naming convention

All file names must begin with this format:

centrenumber_specificationcode_candidatenum

You can add text after the candidate number to describe the file if needed.

Examples:

- 16677_9280_0001 Exam 1.docx
- 16677_7272_0001 Performance 1.mp3
- 16677_9210_0001 Paper 3.pdf

Rules:

- Use **underscores (_)** after the centre number and specification code
- Use lowercase file extensions
- For files requiring descriptions, add text after the candidate number

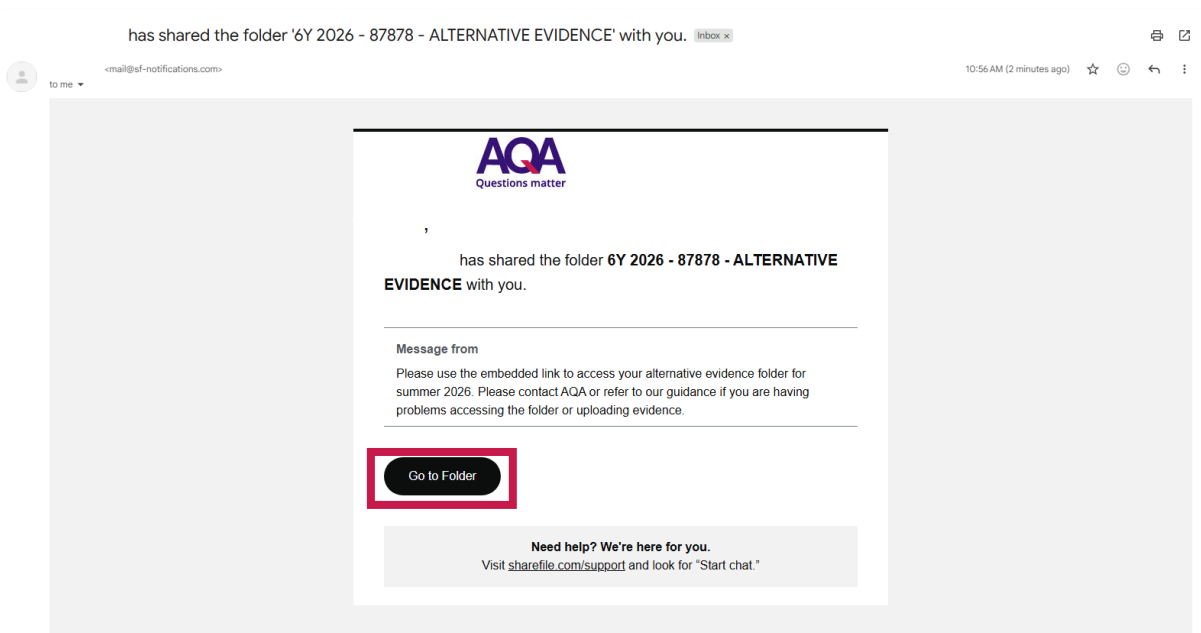
Required files

For each candidate you need to upload evidence in line with our special guidelines for this series. Please see the document outlining what evidence you need to upload [here](#).

2.3 Accessing ShareFile

You will receive an email with a link to your centre's main upload folder. **Until you have access to this folder, you will not be able to upload evidence.** If you are missing the email, please check your spam or junk mailbox, or contact us as the folder may have been shared with a different contact email address.

Please note that you should not reply to the ShareFile notification (mail@sf-notifications.com) as any emails or replies to this address cannot be accessed by AQA.



Upon clicking the **Go to Folder** link, if you have not previously set up an account, a popup will appear asking you to confirm your first and last name. Include your centre number in the Company field and click **Continue**:



Welcome!

Confirm your details to setup your account.

Email

First name *

Last name *

Company

You will be asked to set a password, please ensure you set a password that meets ShareFile's account requirements and click create password:

ShareFile
https://auth.sharefile.io
ShareFile - Activate User - Create Password

AQA
Questions matter

Create a ShareFile password

Passwords must meet the following requirements

- ⊙ Include at least 1 upper case letter
- ⊙ Include at least 1 lower case letter
- ⊙ Include at least 1 number
- ⊙ Include at least 1 special character
- ⊙ be at least 8 characters long
- ⊙ Passwords should match

We'll also perform an additional strength check on save.

Password *

Confirm password *

Create password

Back

Set up multi-factor authentication for your account via your preferred method:

ShareFile
https://auth.sharefile.io
ShareFile

AQA
Questions matter

Multi-factor authentication

1 Type — 2 Setup — 3 Verify

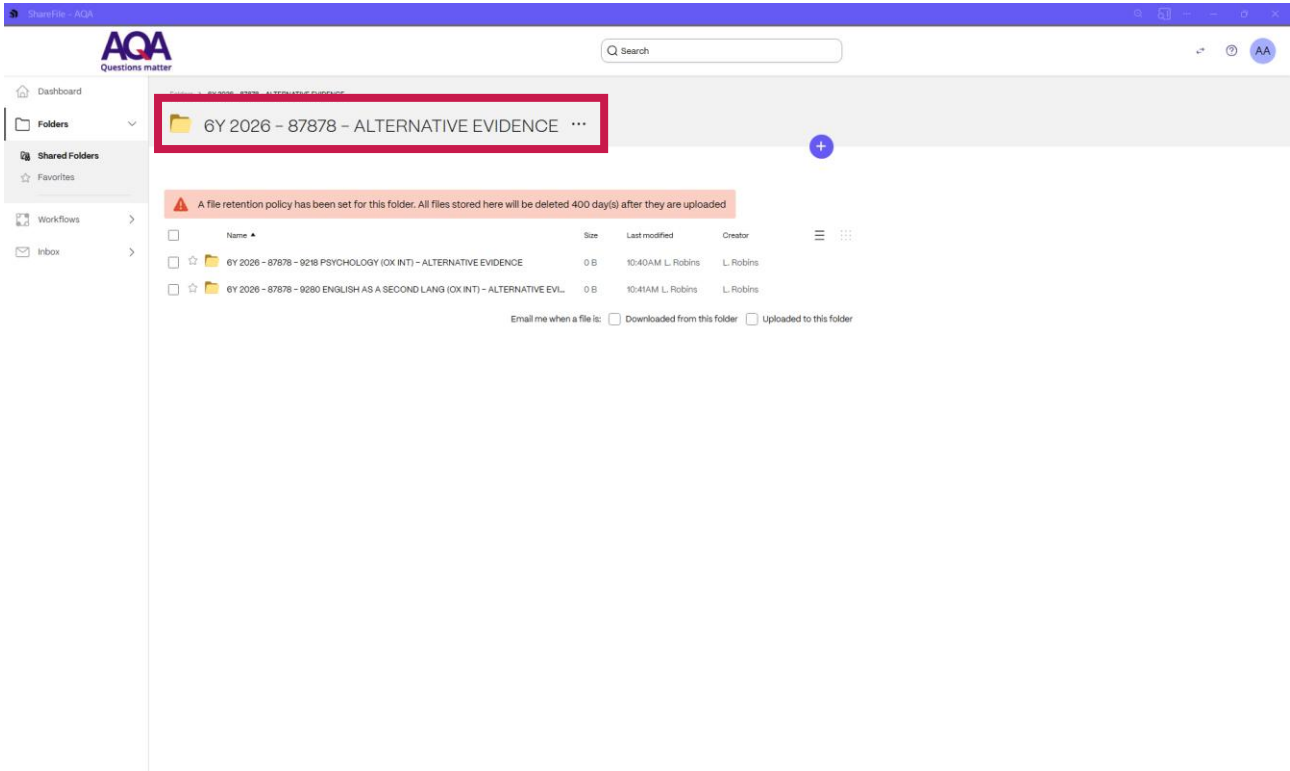
Choose the type of multi-factor method you would like to add below.

Authenticator app

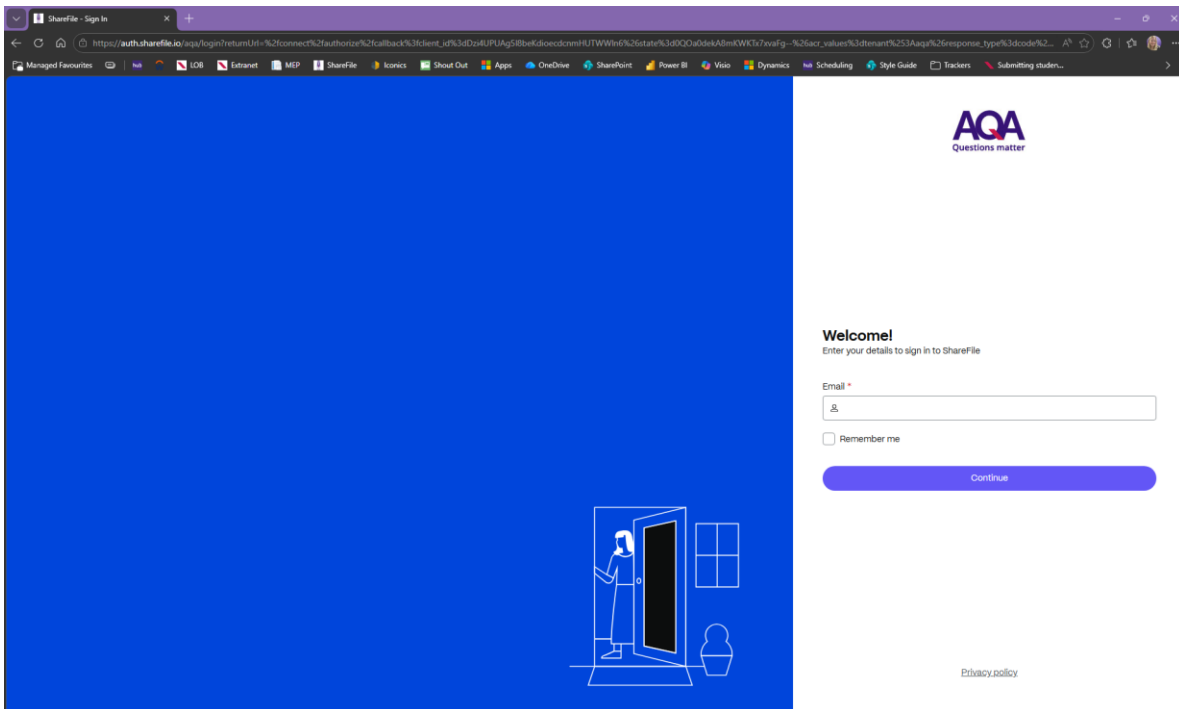
Phone number

[Don't setup multi-factor authentication](#)

Once logged in, you will be directed to your centre's evidence folder:



If you already have a ShareFile account, clicking the 'Go to Folder' link will redirect you to the ShareFile login page:



Enter your registered email address and click continue:

Welcome!

Enter your details to sign in to ShareFile

Email *

Remember me

Continue

Once logged in, look for the **Shared Folders** dropdown on the left and find the alternative evidence folder with your centre number:

The screenshot shows the AQA ShareFile interface. At the top left is the AQA logo with the tagline 'Questions matter'. To the right is a search bar. On the left side, there is a navigation menu with the following items: Dashboard, Folders, Shared Folders (highlighted with a red box), Favorites, Workflows, and Inbox. The main content area is titled 'Folders' and displays a table of folders. The table has columns for Name, Size, Last modified, and Creator. A folder named '6Y 2026 - 87878 - ALTERNATIVE EVIDENCE' is highlighted with a red box. The table data is as follows:

Name	Size	Last modified	Creator
6Y 2026 - 87878 - ALTERNATIVE EVIDENCE	0 B	10:41AM L.Robins	L.Robins

3.1 Accessing your centre evidence folders

You will have one folder per specification/qualification you have candidates entered into:

AQA Questions matter

Search

Dashboard

Folders

Shared Folders

Favorites

Workflows

Inbox

Folders > 6Y 2026 - 87878 - ALTERNATIVE EVIDENCE

6Y 2026 - 87878 - ALTERNATIVE EVIDENCE

A file retention policy has been set for this folder. All files stored here will be deleted 400 day(s) after they are uploaded

Name	Size	Last modified	Creator
6Y 2026 - 87878 - 9218 PSYCHOLOGY (OX INT) - ALTERNATIVE EVIDENCE	0 B	11:27AM me	L. Robins
6Y 2026 - 87878 - 9280 ENGLISH AS A SECOND LANG (OX INT) - ALTERNATIVE EVL...	0 B	10:41AM L. Robins	L. Robins

Email me when a file is: Downloaded from this folder Uploaded to this folder

Inside each specification/qualification folder you will see

- one folder **per candidate**, candidate numbers and names are included for convenience
- one folder for your **centre declaration** for the subject to be uploaded into

6Y 2026 - 87878 - 9218 PSYCHOLOGY (OX INT) - ALTERNATIVE EVIDENCE

Items People

A file retention policy has been set for this folder. All files stored here will be deleted 400 day(s) after they are uploaded

Name	Size	Last modified	Creator
_CENTRE DECLARATION SHEETS - CONFIRM SUBMISSION HERE	0 B	23/04/2026 A. Accoo...	A. Account
87878 - 9218 - 1212 BOB SMITH - Alternative Evidence	6 KB	23/04/2026 A. Accoo...	A. Account
87878 - 9218 - 2420 JANE DOE - Alternative Evidence	0 B	23/04/2026 A. Accoo...	A. Account
87878 - 9218 - 2420 STEVIE WONDER - Alternative Evidence	0 B	23/04/2026 A. Accoo...	A. Account
87878 - 9218 - 3546 HANNAH ENGLAND - Alternative Evidence	0 B	23/04/2026 A. Accoo...	A. Account
87878 - 9218 - 9563 BEN JONES - Alternative Evidence	0 B	23/04/2026 A. Accoo...	A. Account

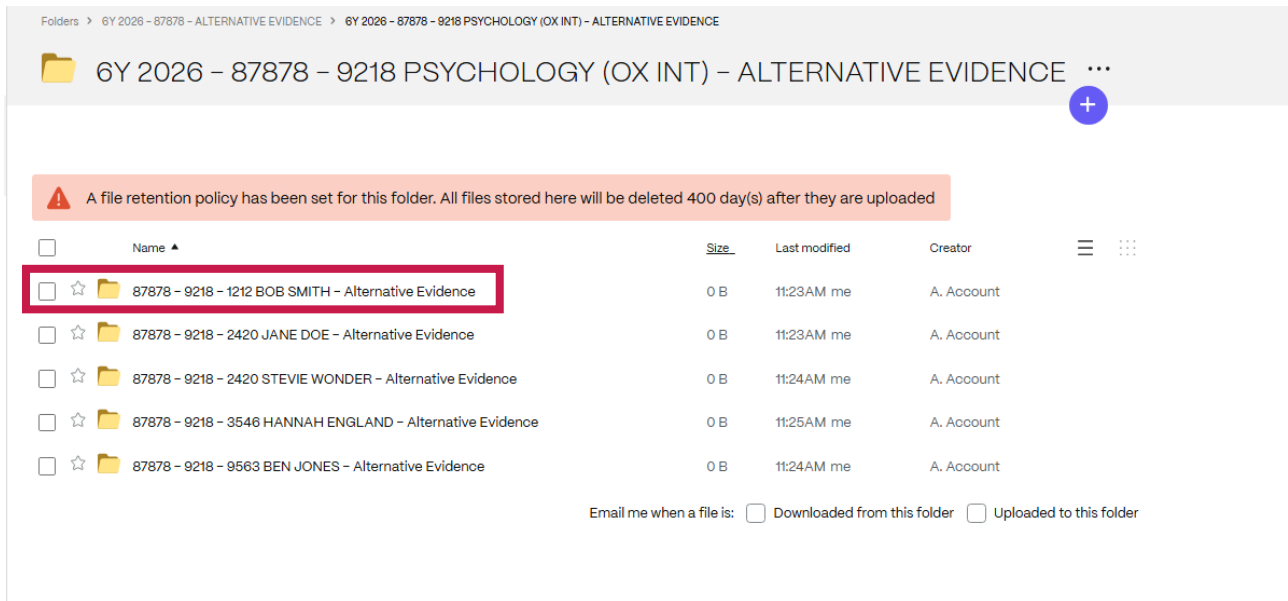
If a subject/specification or a candidate folder does not exist, please contact us.

3.2 Uploading evidence for a candidate

Remember to:

- Have your candidate files in an accessible location on your computer or device
- Have your candidate files named appropriately

Click on the folder for the candidate:



Folders > 6Y 2026 - 87878 - ALTERNATIVE EVIDENCE > 6Y 2026 - 87878 - 9218 PSYCHOLOGY (OX INT) - ALTERNATIVE EVIDENCE

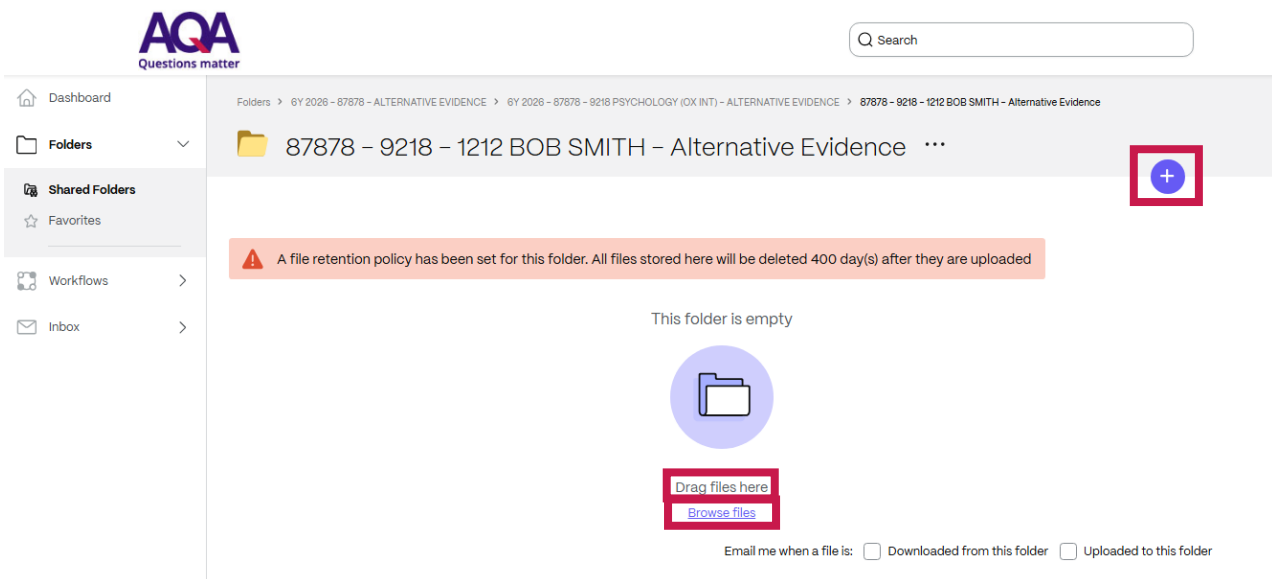
6Y 2026 - 87878 - 9218 PSYCHOLOGY (OX INT) - ALTERNATIVE EVIDENCE

A file retention policy has been set for this folder. All files stored here will be deleted 400 day(s) after they are uploaded

<input type="checkbox"/>	Name ▲	Size	Last modified	Creator	⋮
<input type="checkbox"/>	87878 - 9218 - 1212 BOB SMITH - Alternative Evidence	0 B	11:23AM me	A. Account	
<input type="checkbox"/>	87878 - 9218 - 2420 JANE DOE - Alternative Evidence	0 B	11:23AM me	A. Account	
<input type="checkbox"/>	87878 - 9218 - 2420 STEVIE WONDER - Alternative Evidence	0 B	11:24AM me	A. Account	
<input type="checkbox"/>	87878 - 9218 - 3546 HANNAH ENGLAND - Alternative Evidence	0 B	11:25AM me	A. Account	
<input type="checkbox"/>	87878 - 9218 - 9563 BEN JONES - Alternative Evidence	0 B	11:24AM me	A. Account	

Email me when a file is: Downloaded from this folder Uploaded to this folder

Within the folder, you can either **drag and drop** the file to the folder on ShareFile, or use the **blue +** button and select upload, or click **Browse Files**



AOA Questions matter

Search

Dashboard

Folders

Shared Folders

Favorites

Workflows

Inbox

Folders > 6Y 2026 - 87878 - ALTERNATIVE EVIDENCE > 6Y 2026 - 87878 - 9218 PSYCHOLOGY (OX INT) - ALTERNATIVE EVIDENCE > 87878 - 9218 - 1212 BOB SMITH - Alternative Evidence

87878 - 9218 - 1212 BOB SMITH - Alternative Evidence

A file retention policy has been set for this folder. All files stored here will be deleted 400 day(s) after they are uploaded

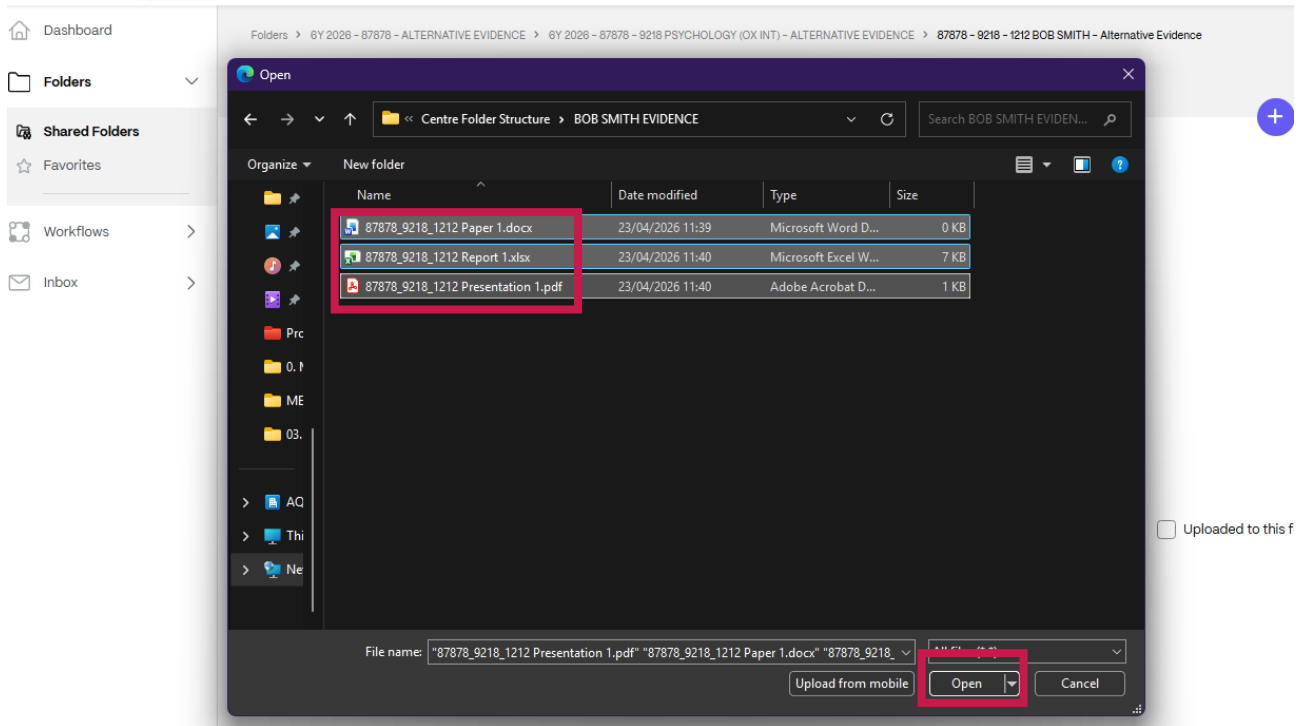
This folder is empty

Drag files here

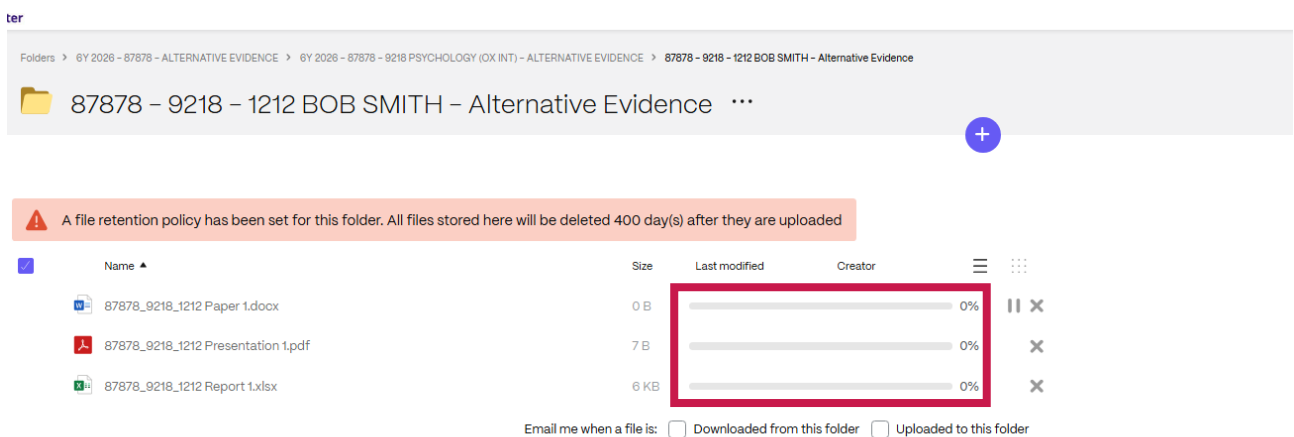
Browse files

Email me when a file is: Downloaded from this folder Uploaded to this folder

Select the files from your local drive and confirm by pressing the **Open** button.



Files will appear in the list and begin upload. Wait until all file reach 100% before refreshing your browser or navigating to another webpage:



Repeat this for each candidate in the cohort.

4.1 Complete your submission

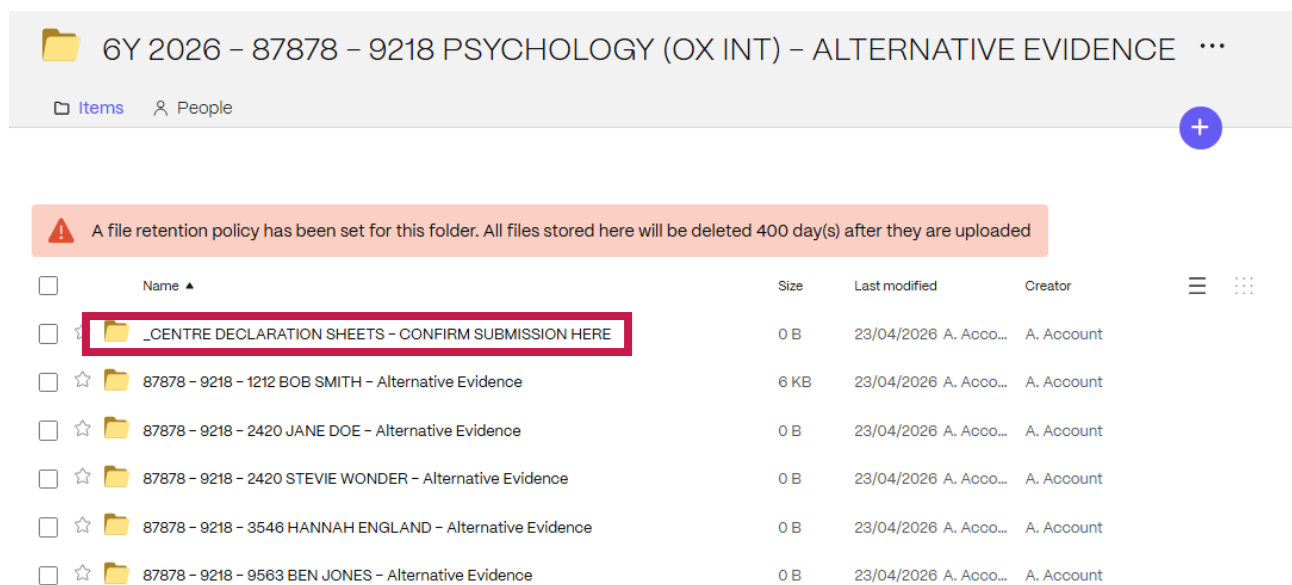
Once you have uploaded files for each candidate for a subject/specification, you need to complete a Centre Declaration Sheet and upload this to us.

Centre Declaration Form templates can be found on the [OxfordAQA Website](#).

In the subject/spec folder, look for a folder at the top of the list titled ***_CENTRE DECLARATION FORM – CONFIRM SUBMISSION HERE***

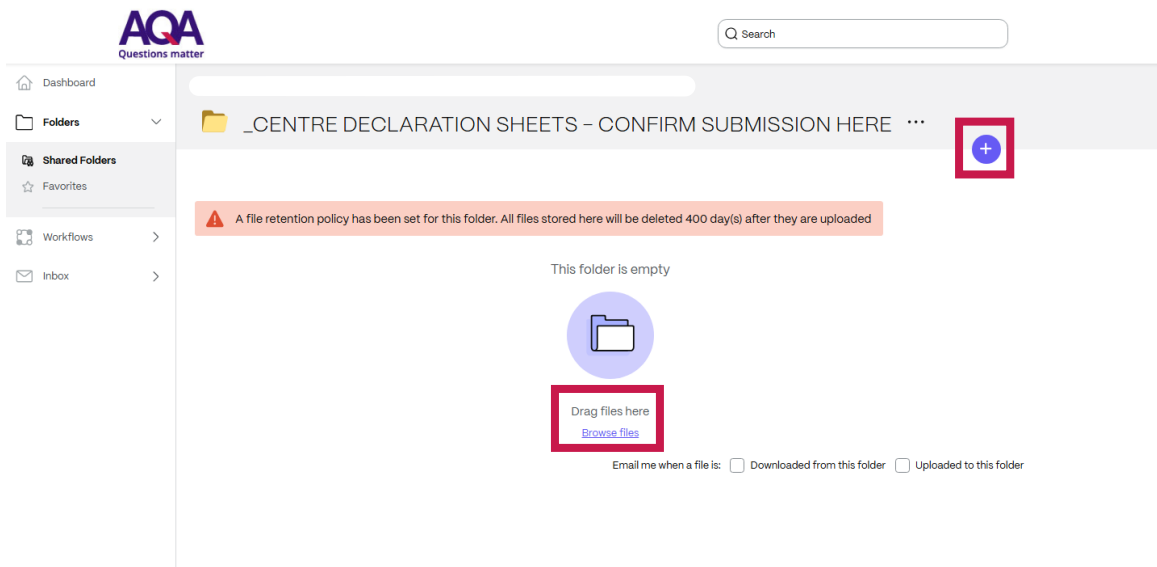
Your files will not be validated by AQA and shared with your marking examiner until you complete this step.

Open the ***_CENTRE DECLARATION FORM – CONFIRM SUBMISSION HERE*** folder:



<input type="checkbox"/>	Name ▲	Size	Last modified	Creator	⋮	⋮
<input type="checkbox"/>	📁 _CENTRE DECLARATION SHEETS – CONFIRM SUBMISSION HERE	0 B	23/04/2026 A. Acoo...	A. Account		
<input type="checkbox"/>	📁 87878 – 9218 – 1212 BOB SMITH – Alternative Evidence	6 KB	23/04/2026 A. Acoo...	A. Account		
<input type="checkbox"/>	📁 87878 – 9218 – 2420 JANE DOE – Alternative Evidence	0 B	23/04/2026 A. Acoo...	A. Account		
<input type="checkbox"/>	📁 87878 – 9218 – 2420 STEVIE WONDER – Alternative Evidence	0 B	23/04/2026 A. Acoo...	A. Account		
<input type="checkbox"/>	📁 87878 – 9218 – 3546 HANNAH ENGLAND – Alternative Evidence	0 B	23/04/2026 A. Acoo...	A. Account		
<input type="checkbox"/>	📁 87878 – 9218 – 9563 BEN JONES – Alternative Evidence	0 B	23/04/2026 A. Acoo...	A. Account		

Within the folder, you can either **drag and drop** the file to the folder on ShareFile, or use the **blue +** button and select upload, or click **Browse Files**



Select your completed centre declaration file and upload it to the folder.

After this point, you cannot add or amend files for a candidate unless permitted by AQA. Failure to adhere to this could constitute malpractice.

5.1 FAQs

Please see frequently asked questions about uploading alternative evidence for May/June 2026 below.

1.1 Which accounts can access the ShareFile folder?

AQA will have added one centre contact email address to the folder. If you require additional accesses or use a different email address, please contact us.

1.2 A student is missing when uploading a file.

You can only upload files for candidates for whom an entry has been made.

1.3 A file I tried to upload hasn't worked. What should I do?

Uploads may fail if:

- Your internet connection drops
- You refresh the webpage or navigate away while uploads are in progress
- The file is too large (over 6GB)
- The file format isn't supported

Try uploading the file again.

If the issue persists, please contact us.

1.4 Uploading is taking a long time.

Upload speeds depend on your internet connection.

As a guide, a 20MB audio file should upload in around 10 seconds on an 18 mb/s upload speed.

To improve speed:

- Use a location with a strong Wi Fi signal
- Avoid streaming/downloading other files at the same time
- Use a wired ethernet connection where possible

If uploads consistently take much longer than expected, contact us for help.

1.5 Which browsers are supported?

For best performance, use the latest versions of:

- Microsoft Edge (version 135 or newer)
- Google Chrome (version 135 or newer — recommended)

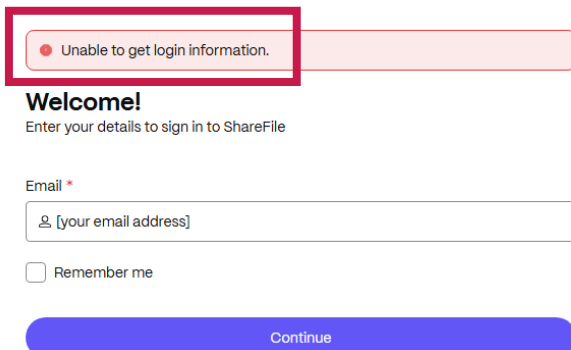
Older browser versions may not support all features.
If you experience issues in Edge or Safari, try using Chrome.
Contact us if problems persist.

1.6 I think I already have a ShareFile account?

Many AQA processes use ShareFile to securely transfer candidate files and other exam information. You may already have an account.

To check whether you have an account, navigate to <https://aqa.sharefile.com/Authentication/Login>

Enter your email address. If you do not have an account you will see the following warning:



Unable to get login information.

Welcome!
Enter your details to sign in to ShareFile

Email *

Remember me

Continue