

General information for students

Preparing for exams

Version 2.1

June 2026

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

- Centre number**: Labeled 'Your school's five-digit number'.
- Candidate number**: Labeled 'The four-digit number assigned to you'.
- Surname**: Labeled 'Your family name(s)'.
- Forename(s)**: Labeled 'Your first name(s)'.
- Candidate signature**: Labeled 'I declare this is my own work.'

Instructions on the form: 'Please write clearly in block capitals.'

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