

## Aberystwyth University Scholarships and Merit Awards Exams 2024

### Guidelines for Schools and Colleges

#### What are the Aberystwyth University Scholarships and Merit Awards Exams?

The Aberystwyth University Scholarships and Merit Awards Exams are entirely optional. Success in the exams could lead to a financial benefit of up to £1,000 a year plus an unconditional offer. Candidates must apply online to sit two exams which last for 1.5 hours each (the closing date for applications is 2 February 2023). **The date for exams in schools/colleges is Friday, 9 February.** Candidates must get permission from their Exams Officer at their school/college before applying and we require the name and email address of that person as part of the application. Exams are usually completed on a school/college computer using Microsoft Word, and submitted electronically to the University's virtual learning environment, Blackboard. Further details can be found in this document.

#### Timetable

We are flexible regarding exam start times, as long as both exams are taken on the specified day. Unfortunately, we are unable to alter the exam date. We have asked applicants to consult with Exams Officers in good time so that they know where and at what times their exams will be held. Below is an *example* of a timetable for exams in schools / colleges.

10:30 – 12:00	Exam 1
12:00 – 13:00	Lunch Break
13:15 – 14:45	Exam 2

#### Before exam day

Please ensure that candidates are aware of the location and start times of their exams, that they have activated their Aberystwyth University account (details on how to activate will be sent to them via email following the deadline for applications), and have familiarised themselves with the exams process (see 'Candidate information' below).

#### Exam arrangements

During the week of the exams, Exams Officers will receive:

- A list of candidates, with their exam subjects and details of any special exam requirements they have specified
- Login details to access the [password protected exam papers webpage](#)

Exams Officers will need to print out paper copies of the exam papers their candidate(s) have applied to sit. On the day of the exams, a printed copy of the relevant exam paper should be provided to each candidate at the start of each exam session. Candidates may be given lined paper if they wish to make additional notes.

Candidates have 1.5 hours (plus any additional time they are entitled to) to complete each exam in a Word document (please see 'Subject-specific requirements' below for exceptions). Papers should be saved as: Surname\_First Name\_Subject.

**Please ensure that candidates only access the internet after the exam has been completed and they are ready to submit it.**

## Submitting exam papers

After the exam has been completed, candidates may access the internet and submit their paper via Blackboard – a submission link will be shared with applicants prior to the exam date.

Any written papers will need to be scanned and sent to [scholarships@aber.ac.uk](mailto:scholarships@aber.ac.uk).

## Exceptions – Maths, Further Maths and Physics

Mathematics and Further Mathematics exams will be completed on lined paper, rather than on a computer. Please provide candidates with A4 lined paper to complete the paper. Statistical Tables for the Maths exams are provided on the exam paper download web page.

Physics candidates do not have to plot graphs or draw anything, however due to the complicated nature of writing solutions during the exam we are happy for candidates to complete their exam on lined paper should they wish to.

Once the exams have been completed, please scan the pages, save as a single PDF file [Surname\_First Name\_Subject], and email the file to: [scholarships@aber.ac.uk](mailto:scholarships@aber.ac.uk)

## Invigilation

Candidates must be invigilated by a member of staff under normal exam conditions. It is not necessary to supervise candidates during the break in between the first and second exam sessions.

## Additional exam requirements and special circumstances

Candidates are entitled to the same considerations they receive for normal school exams and our [policy on reasonable adjustments](#) is available on our website. Where applicants have informed us of any requirements, these will be listed next to their name in the attendance list Exams Officers will receive. We ask that Exams Officers email [scholarships@aber.ac.uk](mailto:scholarships@aber.ac.uk) to confirm the special considerations candidates are entitled to receive.

If any issues arise which our departments need to be made aware of (e.g. disruptions or illness during an exam) please email details to [scholarships@aber.ac.uk](mailto:scholarships@aber.ac.uk) and we will ensure the relevant Examiners are made aware.

## Subject-specific requirements

Candidates are not permitted to take mobile phones, smart watches, or any similar digital devices into the Exams. Unless specified otherwise below, no texts, dictionaries, atlases or other documents or equipment may be used. Candidates will sit two exam papers, unless they are submitting a portfolio of artwork or photography in lieu of one of the exam papers.

**Calculators** - non-programmable calculators (provided they are silent, self-powered, without communication facilities, and incapable of holding text or other material that could be used to gain an unfair advantage) may be used for: **Accounting & Finance, Business & Management, Chemistry, Economics, Maths and Physics**. Candidates should provide their own calculator.

- **Fine Art Portfolio** – candidates must arrange to submit their portfolio by the date of the written exams.
- **Chemistry** – a periodic table is provided as part of the exam paper.

- **Mathematics and Further Mathematics** – candidates may take into the examination any 'Information Booklets' approved by their examining board for use in exams, however, [Statistical Tables](#) will be provided which contain all the information required.
- **Physics** – all relevant information will be contained within the paper, but candidates may take into the examination room any 'Information Booklets' permitted by their Examining Boards for use in those exams if they wish.
- **Photography Portfolio** – candidates must arrange to submit their portfolio by the date of the written exams.

### Candidate information

A copy of the [Guidance for Applicants](#) for candidates can be found on our website. They will also receive an email reminder of the subjects they have opted to sit so that they can ensure our records are correct and notify us of any last-minute changes. Candidates are advised to review the short [instructional video](#) **before** the day of the exams to familiarise themselves with how to submit completed exam papers.

Candidates will receive an email from us after the deadline (2<sup>nd</sup> February 2024) to ask them to activate their Aberystwyth University account. Please ensure candidates have completed this before the exams so that they can logon to our virtual learning environment and submit their completed exam papers. If candidates have forgotten their login details, they can email [scholarships@aber.ac.uk](mailto:scholarships@aber.ac.uk) and ask for their password to be reset. Please note that it may take up to an hour for this change to take effect.

### IT requirements

1. A school/college computer/laptop with Microsoft Word (or similar word processing package) installed (if possible, please enable the [autosave function](#)). It is not necessary to disable spellcheck but candidates may not access the internet or other software packages during the exam.
2. A stable internet connection and either Chrome, Firefox or Edge web browser in order to submit the exam papers upon completion.
3. Please ask your IT Support Team to ensure that the Firewall settings allow candidates to access [Blackboard](#).

### Results

Results will be emailed to candidates and Exams Officers within 4-6 weeks of the exams taking place.

### FAQs

Please also see [www.aber.ac.uk/scholarships/schools](http://www.aber.ac.uk/scholarships/schools)

#### **Q: What if we are unable to provide a computer for the exams?**

Please provide candidates with A4 lined paper. Once the exam has finished, scan and save as a PDF document and send to [scholarships@aber.ac.uk](mailto:scholarships@aber.ac.uk)

#### **Q: What should I do if a candidate cannot access Blackboard, or submit their exam paper using the Turnitin submission point in Blackboard?**

1. Please check the web address: <https://blackboard.aber.ac.uk>
2. Ensure the candidate has checked their username and password and typed them in correctly.

3. Ask the candidate to close their web browser completely (not minimise) then restart and try to submit again.
4. If none of the above work, candidates should e-mail their completed paper to [scholarships@aber.ac.uk](mailto:scholarships@aber.ac.uk) - please observe whilst they are doing so. Please ensure that each paper is labelled with the student's name and subject. e.g. Evans Sam Biology 2.

**Q: What if a candidate was absent for one or more exams?**

Please inform us by [email](#) if any candidate was absent for one or more exams.

**Guidelines and Policies which may be useful:**

[Exam guidelines for Applicants](#)

[Policy on making reasonable adjustments for applicants sitting the Exams](#)

[Policy on good and unfair academic practice for the Exams](#)

Further information:

Thank you very much for your assistance with the exam arrangements. If you have any questions, please visit the [Aberystwyth University Scholarships & Merit awards webpage](#) or contact the Scholarships Team at [scholarships@aber.ac.uk](mailto:scholarships@aber.ac.uk)