

The Aberystwyth University Scholarships & Merit Awards Exams will, in most cases, be completed in a Word document and submitted online using our virtual learning environment, Blackboard. Below we outline each step of the process. Please make sure to familiarise yourself with the information provided.

**Please ensure you discuss the arrangements with your Exams Officer in advance to confirm when and where the exams will be held.**

## Activate your Aberystwyth University IT Account

Each applicant will be provided with a unique Aberystwyth University username and password after the application deadline on 2 February 2024. You will be required to activate your account **before the date of the exams**. (please note that you won't need to activate a new email account). An activation link will be sent to the e-mail address provided on your application form. **Once you have activated your account, please make a note of the login and password details as you will need these on the day of the exams.** If you have any problems with your login, please email: [scholarships@aber.ac.uk](mailto:scholarships@aber.ac.uk) for assistance.

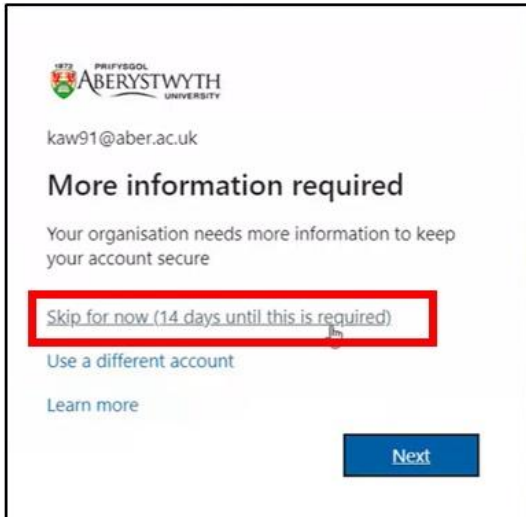
## On the Day of the Exam

You will be provided with a paper copy of the exam by your Exam Officer. **You must not access the internet until the exam has finished and you are ready to submit your paper.**

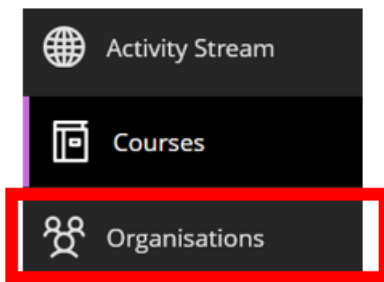
**Note: Mathematics and Further Mathematics exams will be completed on lined paper, rather than on the computer.** These papers will be collected by the invigilators, scanned, and emailed to you so that you can submit the scanned copies via Turnitin, in the presence of an invigilator.

You will be required to:

1. Open a Word document on your desktop computer and save the document immediately using the following format as the document name (SURNAME\_FIRST\_NAME\_SUBJECT). Make sure that you save your document regularly.
2. At the top of the page, clearly state: your full name, school and full subject title.
3. Please ensure that you clearly number/label your answers (e.g., 'Question 1A').
4. Once you are ready to submit your exam paper open a browser on your machine (Chrome or Firefox), type in [blackboard.aber.ac.uk](http://blackboard.aber.ac.uk) and log in to [Blackboard](#) using the username and password provided.
5. As part of the login process you'll see the **More Information required** screen below:



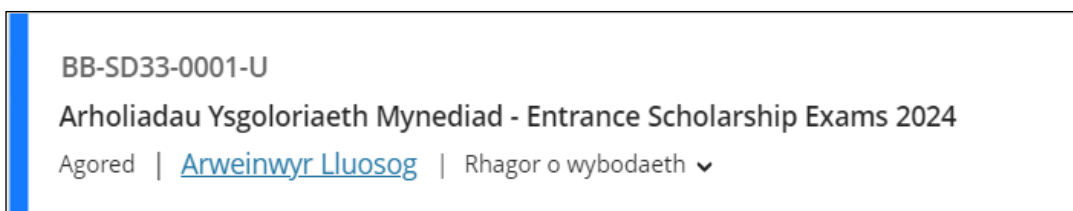
6. Click on **Skip for now (14 days until this is required)**
7. Select **Organisations** from the left-hand menu.



8. There are two views in Blackboard, if your screen looks different to below, click on the three white lines, the list view icon:




9. Click on 'Arholiadau Ysgoloriaeth Mynediad - Entrance Scholarship Exams 2024'.




10. After opening the **Organisation** you can submit your work. If you are submitting your assignment in Welsh click on the folder **Arholiad Ar-lein (Cymraeg)**. If you are submitting in English click on the folder **Online Exams (English)**.

**Organisation Content**

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 **Online Exam (English)**  
Visible to participants ▼



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 **Arholiad Ar-lein (Cymraeg)**  
Visible to participants ▼

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11. You will see a number of submission points.

12. Navigate to the correct submission point for your subject. For example:

 **Chemistry - C1CH**  
Due date: 11/02/2024, 23:00  
 Release conditions ▼ [Date/time](#)  
Please submit your Chemistry exam answers here

13. Click on the **Turnitin submission point**, and in the new window click on **Launch**.

Arholiadau Ysgoloriaeth Mynediad - Entrance Scholar...

## Chemistry - C1CH

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Details & Information


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**Due Date**  
11/02/2024, 23:00  
**64d**

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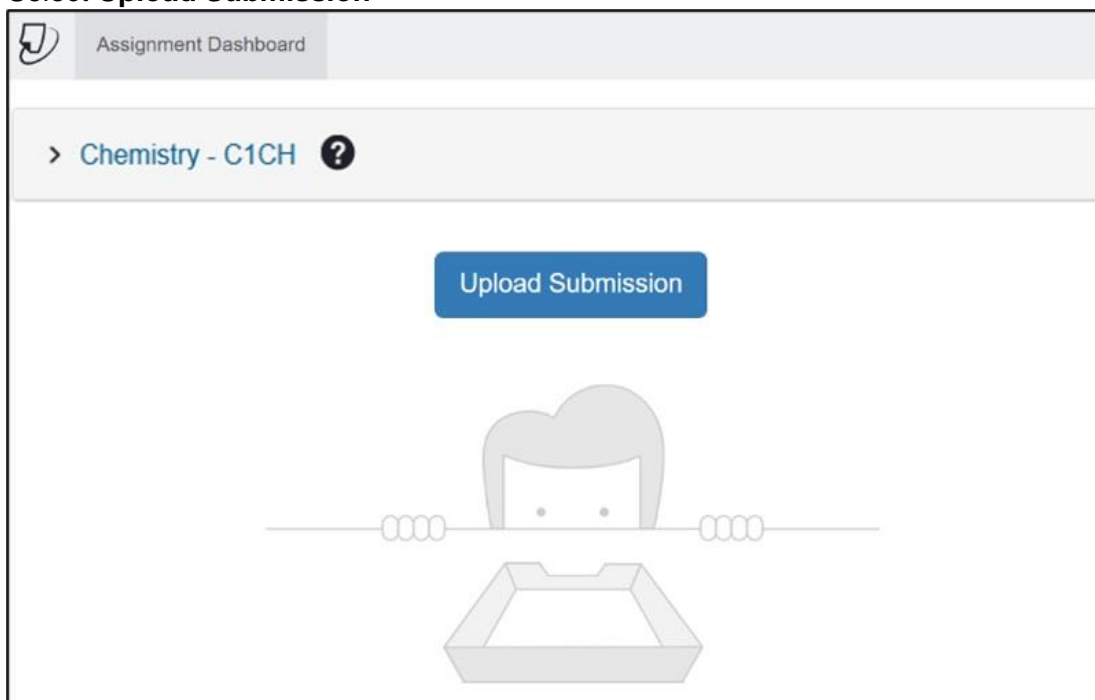
Your Submissions

	<b>Unopened</b> Due 11/02/2024, 23:00	N/A
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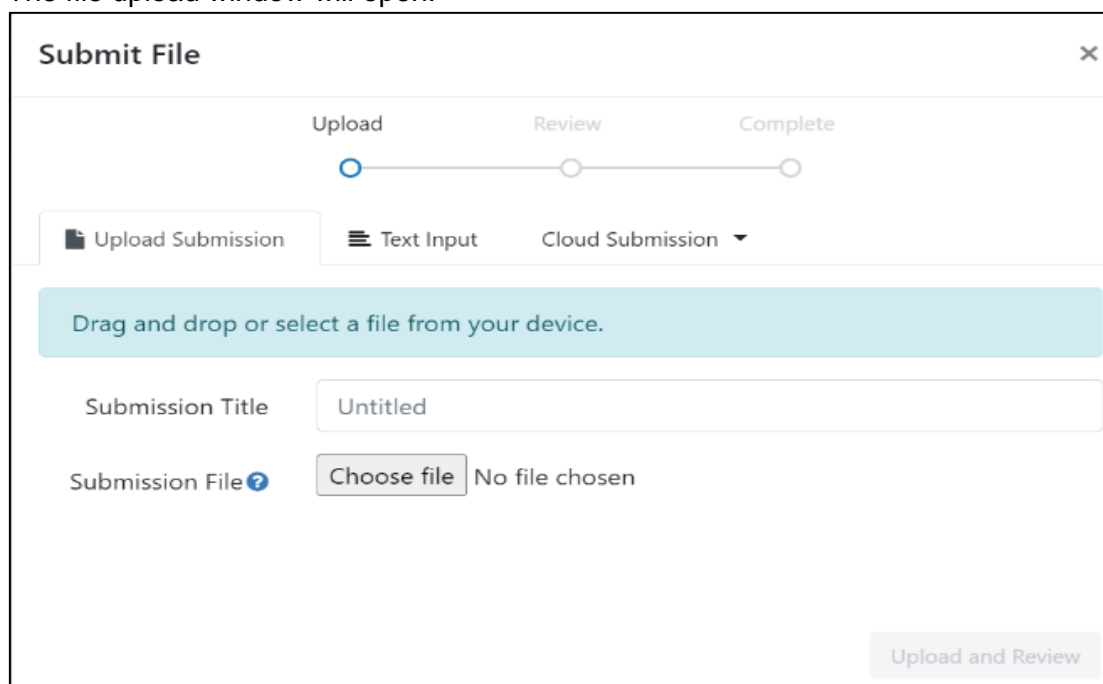


**Launch**

14. Select **Upload Submission**



15. The file upload window will open:

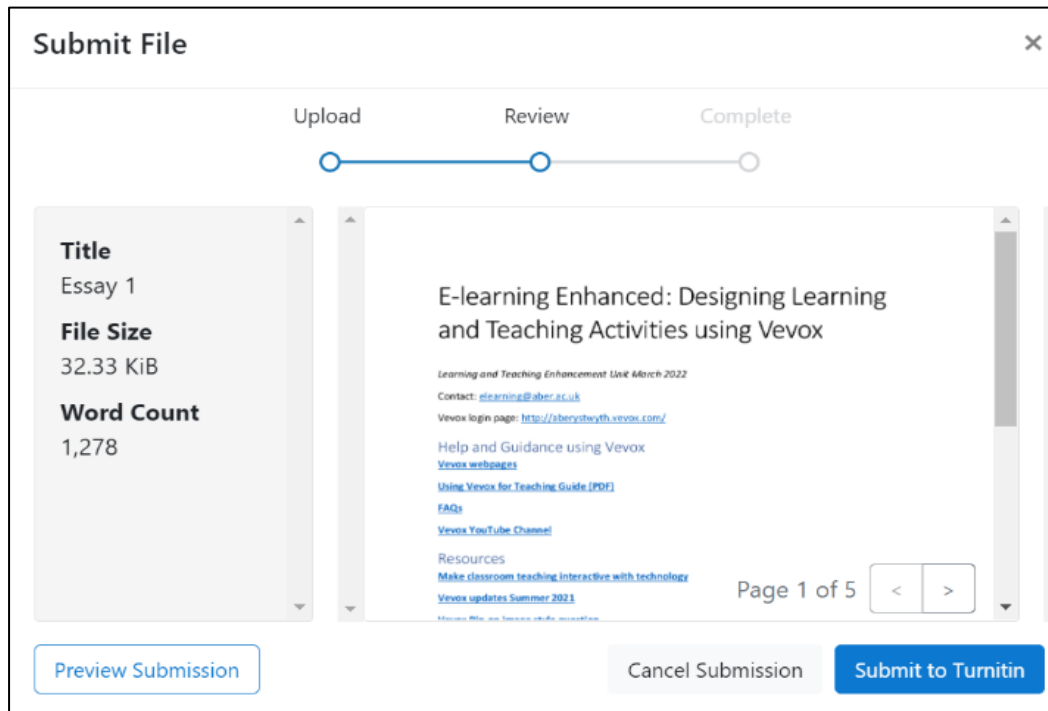


16. You can drag and drop your submission file onto the submission point or select **Choose file** to search your file store.

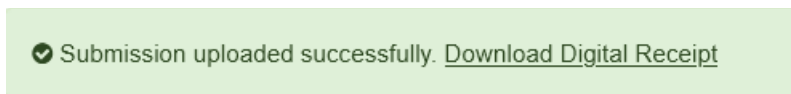
17. The **Submission Title** will automatically populate with your file name. You can change this by deleting the text and renaming the file if you wish.

18. Select **Upload and Review**

19. Your file will upload, and you will be able to preview the submission:

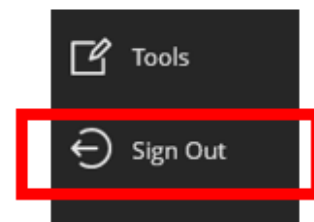


20. If you are happy that it's the correct file, click **Submit to Turnitin**.
21. Make sure your paper has been submitted successfully. You should receive the following message:



**Note:** You should download your digital receipt as shown in the image above and save it as proof of your submission. If you don't see the green message, please ask your invigilator for assistance.

22. Log out of Blackboard.



**Good Practice in the Entrance Exams:**

Please familiarise yourself with the [Policy on Good and Unfair Academic Practice for the Exams](#). Be aware that

Turnitin produces a 'similarity report' which will flag up instances of similarities between your work and any previously published work (including internet sources). Any such similarities will be investigated by the Exam Board.

**Results:** Results will be emailed to applicants and their Exams Officer within 4–6 weeks of the exam day.