Aberystwyth University Scholarships and Merit Award Exams 2025

The Aberystwyth University Scholarships and Merit Award 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 take some time 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 31 January 2025. **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 for assistance.

On the Day of the Exam

Your Exams Officer will provide you with a paper copy of the exam (this is for reference only). **You must not access the internet until the exam has finished and you are ready to submit your paper.**

> If you are submitting a **Fine Art Portfolio, Photography Portfolio, Mathematics** or **Further Mathematics Exam Paper**, please follow the instructions in the **Guidance for Art, Photography, Mathematics and Further Mathematics**. For all other subjects, please follow the instructions below.

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 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:
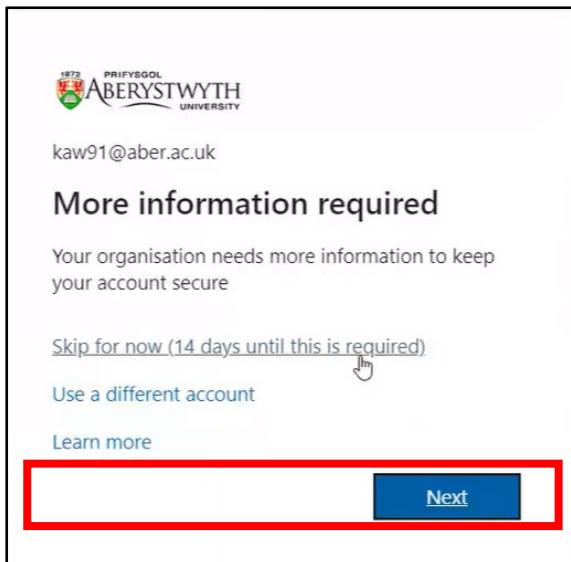
6. Click on **Skip for now (14 days until this is required).** Not everyone will see this screen. If you do not, simply move on to the next step.

7. Select **Organisations** from the left-hand menu.
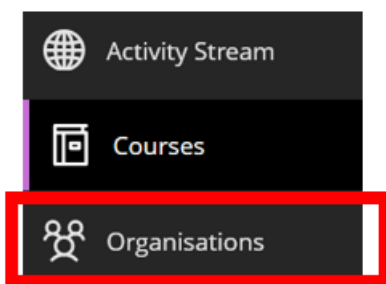
8. There are two views in Blackboard, if your screen looks different to below, click on the three white lines and dots, the list view icon (see right):
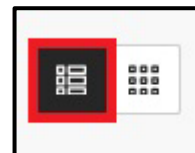
9. Click on 'Ysgoloriaethau a Gwobrau Teilyngdod - Scholarships & Merit Awards 2025'

BB-SD33-0002-U

Ysgoloriaethau a Gwobrau Teilyngdod - Scholarships & Merit Awards 2025

Open · Start now | Multiple Leaders | More info ⌄
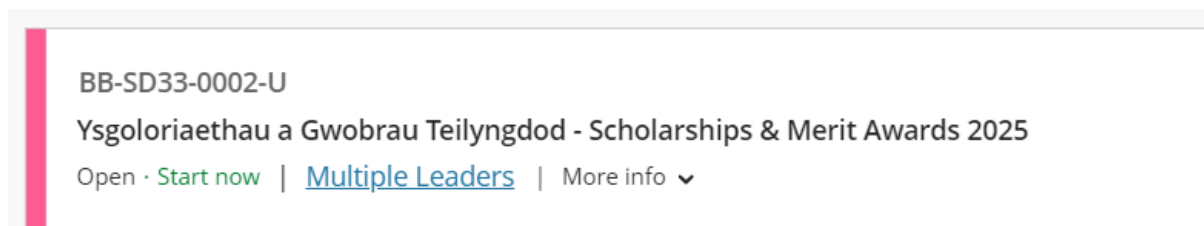
10. After opening the **Organisation** you can submit your work. If you are submitting your assignment in Welsh click on the folder **Arholiad Ar-lein (Cymraeg)**. If you are submitting in English click on the folder **Online Exams (English).**

Organisation Content

⊕

⠿ 🔲 Online Exam (English)
　👁 Visible to participants ▾

⊕

⠿ 🔲 Arholiad Ar-lein (Cymraeg)
　👁 Visible to participants ▾

11. You will see a number of submission points.

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

⠿ 🔰 Chemistry: C1CH
🔒 Release conditions ▾　Edit release conditions
Due date: 09/02/2025, 10:00
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
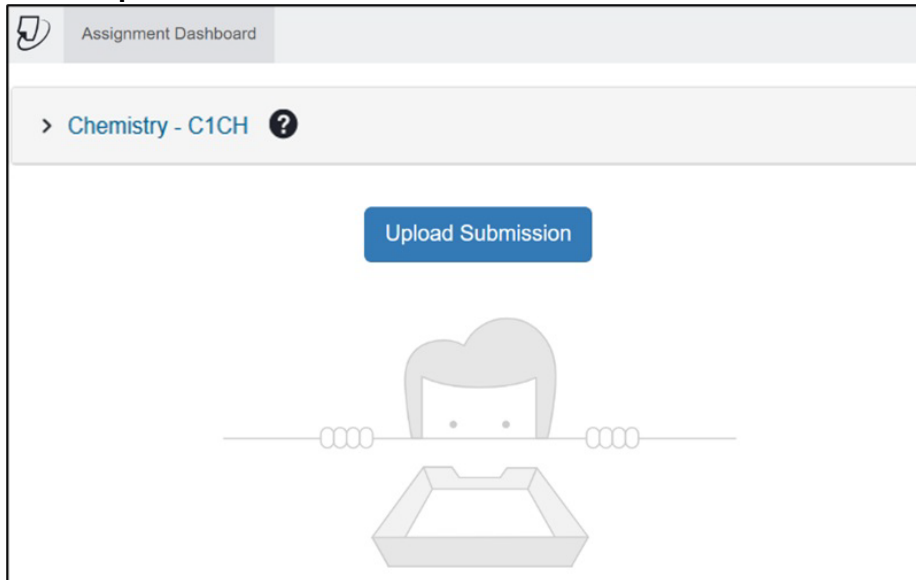
Details & Information

Due Date
11/02/2024, 23:00

64d

Your Submissions

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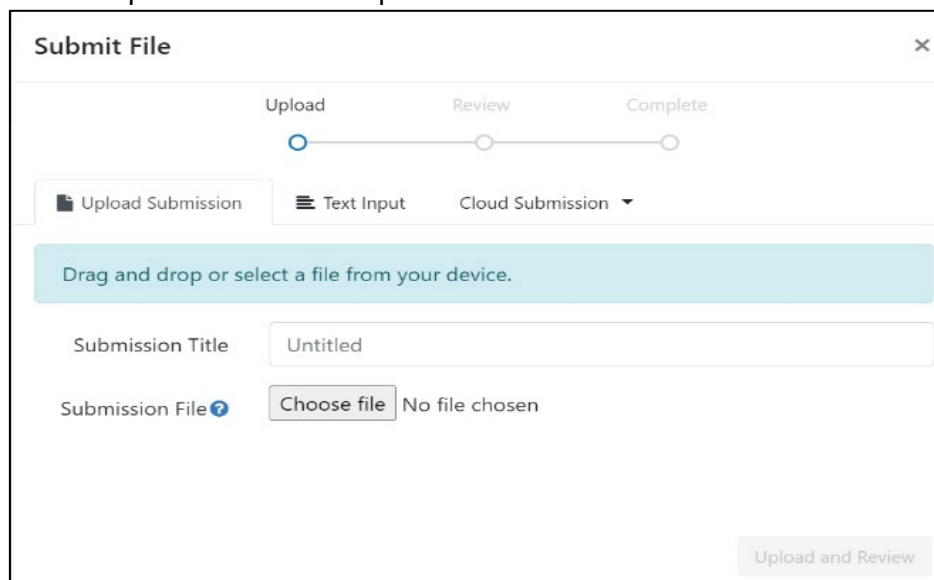　Due 11/02/2024, 23:00　　　　N/A

?

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. Once you have located the correct file, click 'Open'.
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:
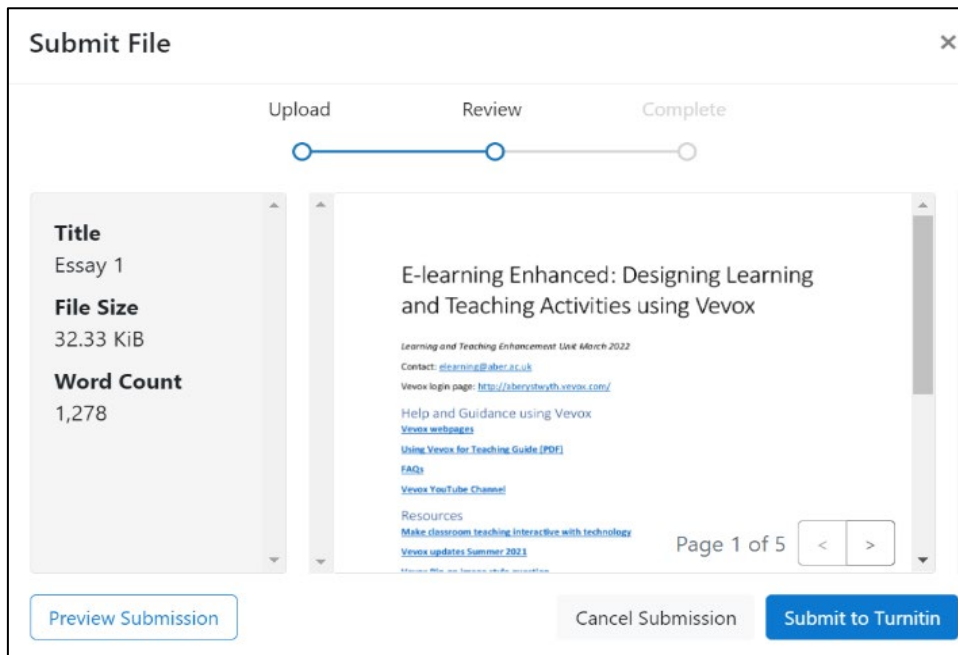
20. If you are happy that it's the correct file, click **Submit to Turnitin**.
21. Make sure your paper has been submitted successfully. You should receive the following message:
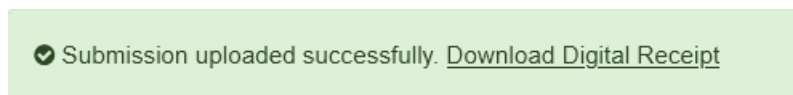
NOTE: You should download your digital receipt using the link shown in the image above and save it as proof of your submission. If you don't see the green message, please ask your invigilator for assistance.
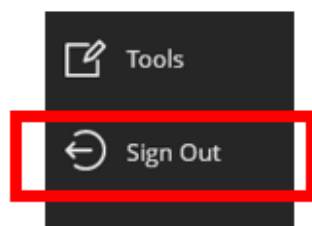
22. Log out of Blackboard.

Good Practice in the Scholarships & Merit Awards 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: We will contact all candidates and Exams Officers 4-6 weeks of the exams taking place to notify them whether they have been successful, or unsuccessful in their attempt to secure a University Scholarship, Merit Award, and/or Unconditional Offer based on their performance in the exams.