

Aberystwyth University Scholarship & Merit Award Exams with Blackboard Assignment 2025

The below guidance is for candidates taking exams in one or more of the following subjects:

- Fine Art (Portfolio) **or** Photography (Portfolio);*
- Mathematics;
- Further Mathematics.

For subjects not listed above, please follow instructions given in our [Guidance for Applicants](#)

**Please note that only one portfolio subject may be submitted per candidate.*

Students taking the **Mathematics** and **Further Mathematics** exams will complete the exam on paper and submit a scanned document to Blackboard Assignment.

Students taking the **Fine Art (Portfolio)** or **Photography (Portfolio)** will be asked to upload their portfolio submissions to Blackboard Assignment. A variety of file types are supported, including powerpoint and pdf.

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

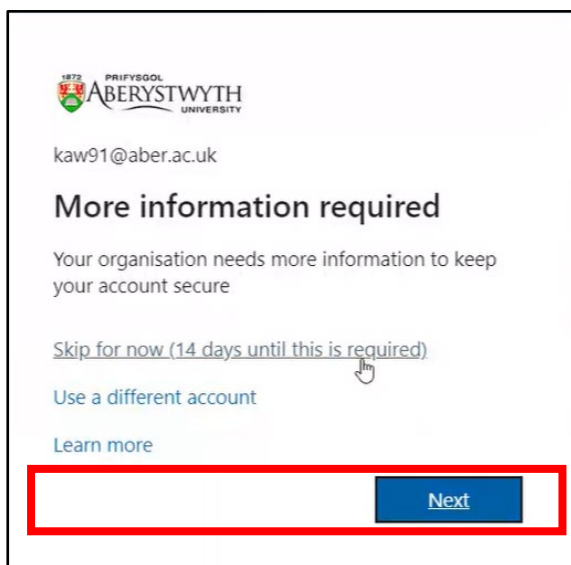
Each applicant will be provided with a unique Aberystwyth University username and password after the application deadline on 31 January 2025. You will be required to activate your account **before the date of the exams**. (Please note that you won't need to activate a new email account). An activation link will be sent to the e-mail address provided on your UCAS 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, please email: scholarships@aber.ac.uk for assistance.

On the Day of the Exam

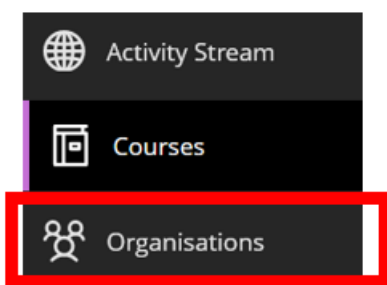
Mathematics and Further Mathematics candidates will be provided with a paper copy of their exams by their Exam Officer. Please note, there is no paper copy exam paper for Portfolio candidates. Applicants submitting digital portfolios will have been contacted in advance with details of the portfolio task. **You must not access the internet until the exam has finished and you are ready to submit your answers.**

You will be required to:

1. Clearly state: your full name, school and full subject title at the top of the written page/portfolio.
2. Please ensure that you clearly number/label your answers (e.g. 'Question 1A').
3. For Mathematics and Further Mathematics candidates, when you have completed your written answers, the invigilator will collect your papers, scan and email them to you for you to submit the document via Blackboard Assignment in their presence.
4. For Portfolio candidates, you will have created your e-folio in advance of the exam day and emailed yourself a copy.
5. Open a browser on your computer (Chrome or Firefox) and navigate to your email account to locate the document with your scanned answers/e-folio.
6. Download and save the attachment on to the desktop using the following format for the document name (SURNAME_FIRST NAME_SUBJECT).
7. In your browser, type in blackboard.aber.ac.uk and log in to [Blackboard](#) using the username and password provided.
8. As part of the login process, you may see the **More Information required** screen below:



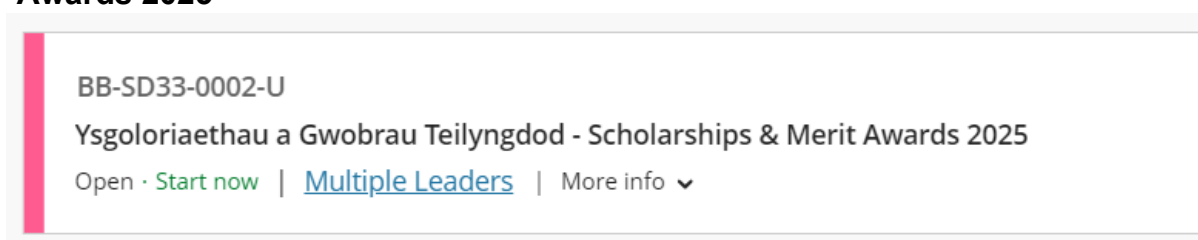
9. Click on **Skip for now (14 days until this is required)**. Not everyone will see this screen. If you do not, simply move on to the next step.
10. Select **Organisations** from the left-hand menu.



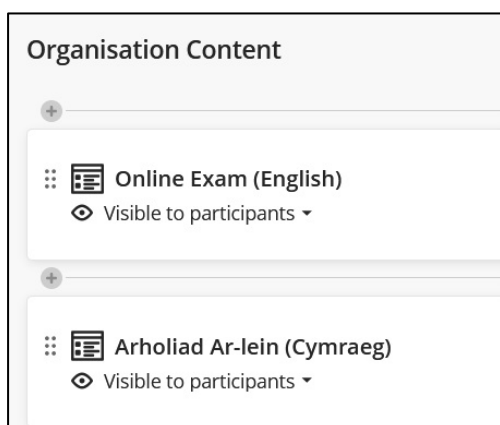
11. There are two views in Blackboard, if your screen looks different to below, click on the three white lines and dots, the list view icon (see right):



12. Click on **Ysgoloriaethau a Gwobrau Teilyngdod - Scholarships & Merit Awards 2025**

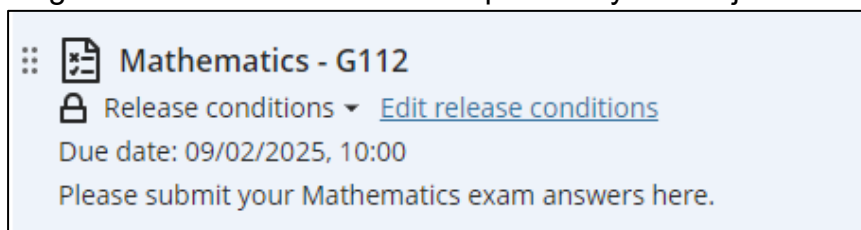


13. After opening the **Organisation** you can submit your work. If you are submitting your assignment in Welsh, click on the folder **Arholiad Ar-lein (Cymraeg)**. If you are submitting in English, click on the folder **Online Exams (English)**.



14. You will see several submission points.

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



16. Click on the **Blackboard Assignment submission point**, and the **Details & Information** window of the assignment will open. Click on **View instructions** to submit (and view instructions).

Mathematics - G112

Details & Information

Assessment due date
09/02/2025, 10:00

- You can't submit work after the due date.
- You can't make a new submission attempt after due date.

Attempts
Unlimited

Marking

Maximum points <i>Mark is based on the last attempt with a mark.</i>	100 points
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Description
Please submit your Mathematics exam answers here.

[View instructions](#)

17. Click into the box underneath the **Submission** heading.

Mathematics - G112

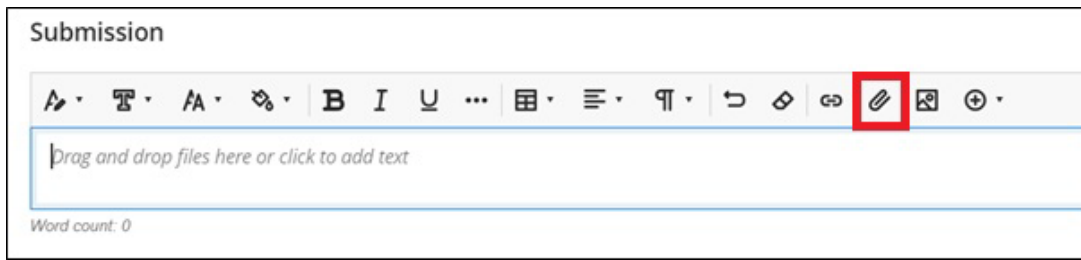
Assignment Instructions

Please submit your Mathematics exam answers here.

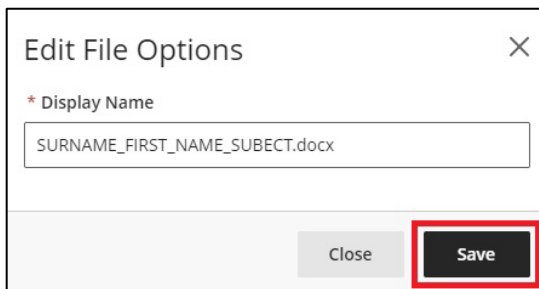
Submission

Drag and drop files here or click to add text

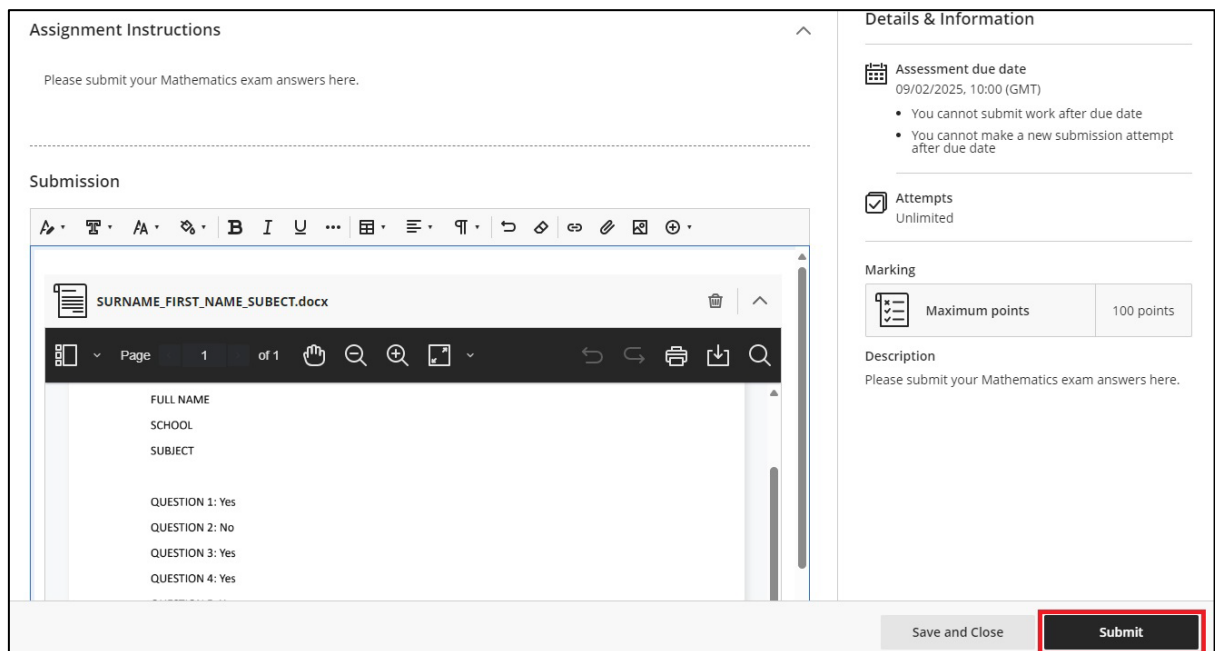
18. You can drag and drop your submission file onto the submission box or click on the **paperclip icon** to search your file store.



19. Once you have located the correct file, click **Open**.

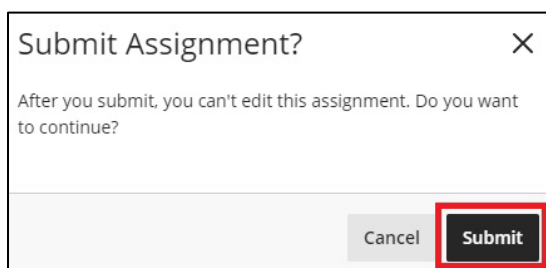


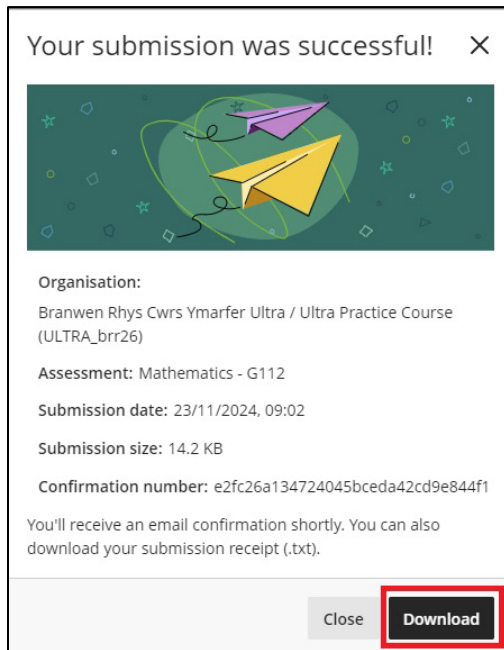
20. Confirm or change the display name of the file and click **Save**. The document will then appear as a preview on the screen.



21. Click on the **Submit** button in the bottom right corner of the page.

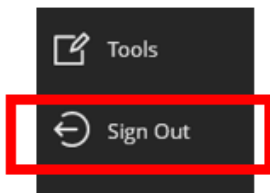
22. To confirm that you want to submit your answers, click **Submit** again





23. After you have submitted you will get a confirmation message noting that your submission was successful.

NOTE: You should download your digital receipt using the **Download** button shown in the image (see right) and save it as proof of your submission. If you don't see this window, please ask your invigilator for assistance.



24. Sign out of Blackboard.

Good Practice in the Scholarships & Merit Awards:

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