

Aberystwyth University Scholarships and Merit Awards Exams 2025

Guidelines for Schools and Colleges

What are the Aberystwyth University Scholarships and Merit Awards?

The Aberystwyth University Scholarships and Merit Awards are entirely optional online exams that provide an opportunity for our undergraduate applicants to secure a financial award and/or unconditional offer.

Candidates must apply [online](#) to sit two exams lasting 1.5 hours each (the closing date for applications is Friday 31 January 2025). With your permission, the exams will take place in schools / colleges on **Friday 7th February 2025**. Candidates are asked to get their exam officer's permission before they apply and are required to provide their Exam Officer's contact details (name and email address) on their 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.

Exam 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. Candidates are asked to consult with their 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 that you may find useful, however you may set your own exam start times based on your school / college's specific circumstances.

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](#)

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 – for instance, candidates who qualify for extra time during school exams, see our [policy on reasonable adjustments](#) for further guidance) to complete each exam.

Register

We would be grateful if Exams Officers could keep a register of attendance on the day of the exams. Further guidance on this will be circulated during the week of the exams.

Saving exam papers

All exams should be completed in a Word document (please see exceptions below). Papers should be saved as: Surname_First Name_Subject.

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.

Please note, Internet access is only permitted once the exam has ended, and candidates are ready to submit their paper.

Any written papers will need to be scanned and sent to scholarships@aber.ac.uk.

If you're experiencing difficulties with the Blackboard portal, please save a copy of the completed exam paper on a USB and send it to scholarships@aber.ac.uk.

Exceptions – Maths, Further Maths and Physics

Maths and Further Maths

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 exam. Statistical Tables for the Maths and Further Maths exams are provided on the exam paper download webpage.

Candidates who sit the Maths and Further Maths exams will be required to submit their papers to 'Blackboard Assignments'. Further upload guidance will be sent out to candidates and exam officers over the coming weeks.

Physics

Candidates are not required to plot graphs or draw diagrams, therefore they can complete their exam on a Word Document. However, due to the complexity of writing solutions, candidates are welcome to complete their exam on lined paper if they prefer and email to scholarships@aber.ac.uk.

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. Candidates taking these papers will not be required to submit to Blackboard.

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 candidates 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 to confirm the special considerations candidates are entitled to receive.

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

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 are required to 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** and **Photography Portfolio** – candidates that have chosen to submit a Fine Art or Photography Portfolio must arrange to submit their portfolio on, or before the date of the exams. Further information for these candidates can be found on our [Subject Overviews webpage](#).
- **Chemistry** – a periodic table is provided as part of the exam paper.
- **Mathematics** and **Further Mathematics** – candidates may take any 'Information Booklets' approved by their examining board for use in the examinations, 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 any 'Information Booklets' permitted by their Examining Boards for use in the examinations if they wish.

Candidate information

A copy of the [Guidance for Applicants](#) 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 also advised to notify their Exams Officer if they decide to change their chosen papers. 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 (31 January 2025) to ask them to activate their Aberystwyth University account. **Please ensure candidates have taken the steps to activate their Aberystwyth University account before the exams so that they can log on 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 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

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.

FAQs

Please also see 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

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 - 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](#).

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 and for supporting applicants to Aberystwyth University. If you have any questions, please visit the [Aberystwyth University Scholarships & Merit awards FAQ webpage](#) or contact the Scholarships Team at scholarships@aber.ac.uk