

The Aberystwyth University Entrance 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.

If you are sitting the exams at your school/college, please ensure you discuss the arrangements with your Exams Officer in advance to ensure you know when and where the exams will be held.

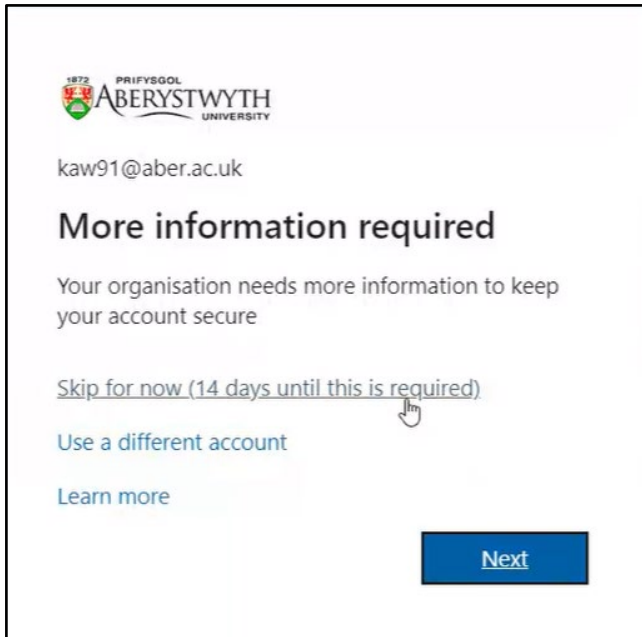
Activate your Aberystwyth University IT account

Each applicant will be provided with a unique Aberystwyth University username and password during the first week of February. 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 with your login, please email: is@aber.ac.uk who will be able to help.

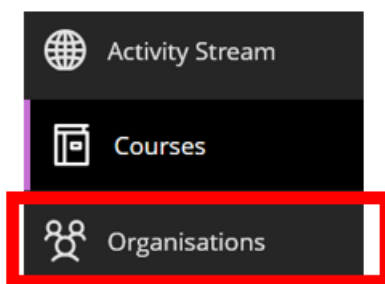
On the day of the exams

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

1. Open a Word document on your desktop computer and save the document immediately in the following format (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) and log in to [Blackboard](#) using the username and password provided.
5. As part of the login process you will see the **More Information** screen below



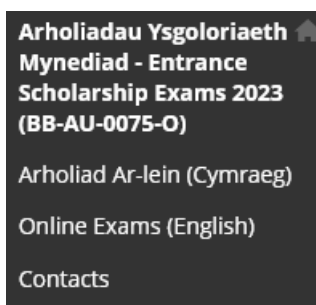
6. Click on **Skip for now (14 days until this is required)**
7. Select Organisations from the left-hand menu



8. Click on 'Arholiadau Ysgoloriaeth Mynediad - Entrance Scholarship Exams 2023'

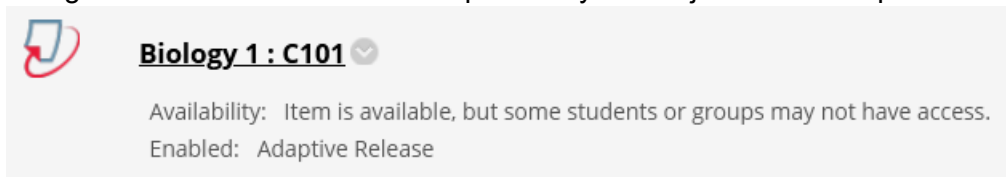
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Arholiadau Ysgoloriaeth Mynediad - Entrance Scholarship Exams 2023
[Multiple Leaders](#) | [More info](#) ▼

9. If you are submitting your assignment in Welsh select the menu item **Arholiad Ar-lein (Cymraeg)**. If you are submitting in English select the menu item **Online Exams (English)**



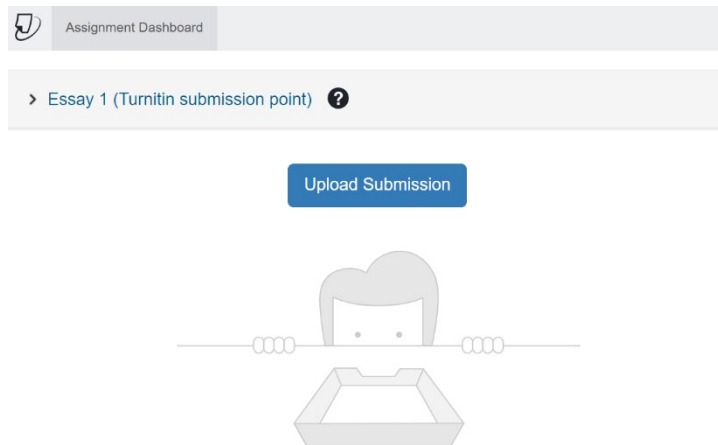
10. You will see a number of submission points.

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

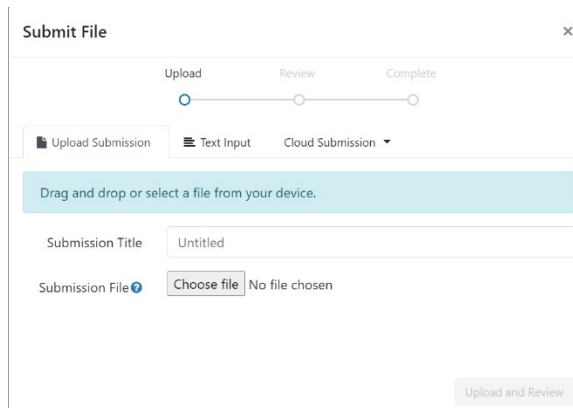


12. Click on the Turnitin submission point, and a new window will open.

13. Select **Upload Submission**



14. The file upload window will open

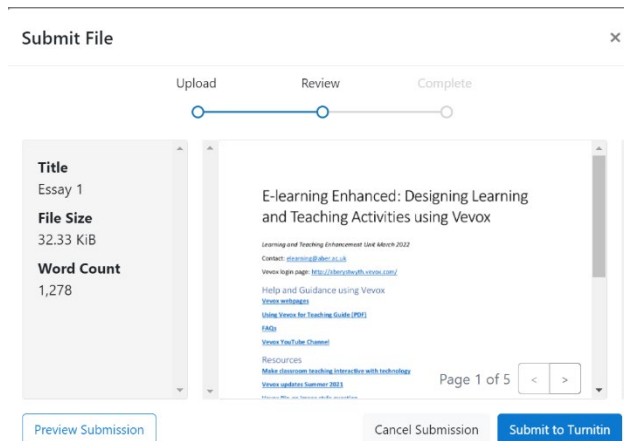


15. You can drag and drop your submission file onto the submission point, or select **Choose file** to search your file store

16. The Submission Title will automatically populate with your file name.

17. Select **Upload and Review**

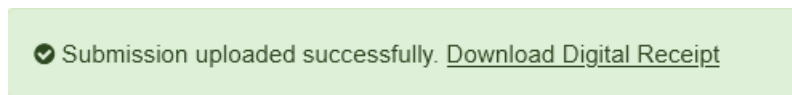
18. Your file will upload and you will be able to preview the submission:



19. If you are happy that it's the correct file select **Submit to Turnitin**.

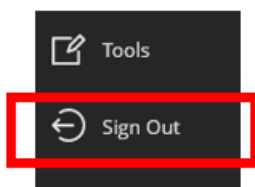
Note: Mathematics and Further Mathematics exams will be completed on lined paper, rather than on the computer. These papers will be collected by the invigilators, scanned, and emailed to you so that you can submit the scanned copies via Turnitin, in the presence of an invigilator.

20. 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.

21. Log out of Blackboard.



Good Practice in the Entrance Exams:

Please familiarise yourself with the [Policy on Good and Unfair Academic Practice for the Entrance 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 Officers within 4-6 weeks of the exams taking place.