

Aberystwyth University Scholarships and Merit Awards Exams 2026 Guidelines for Schools and Colleges

Dear Exams Officer

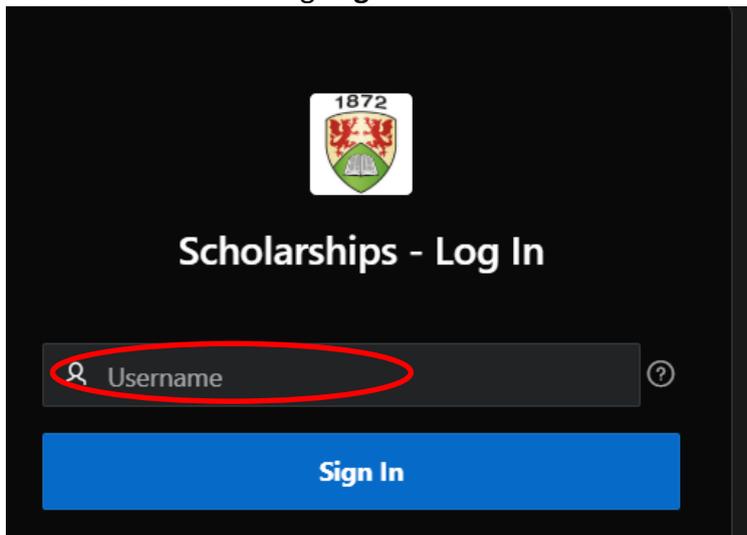
Aberystwyth University Scholarship and Merit Award Exams: Tuesday, 3 February 2026

Thank you for agreeing to host this year's Aberystwyth University Scholarship Exams at your school/college. Pupils from your school/college have applied to sit our Scholarship Exams this year, further details on those pupils can be found on our new [Exam Officer Portal](#). Further information on how to navigate the new Exam Officer Portal can be found below.

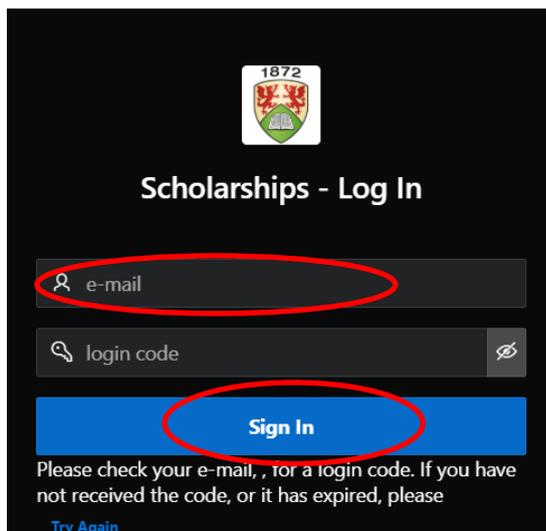
[Exam Officer Portal, Accessing Exam Papers and Recording Attendance](#)

To make things easier, we have created an Exam Officer portal for you to access exam papers and record attendance which portal can be accessed here: [Exam Officer Portal](#)

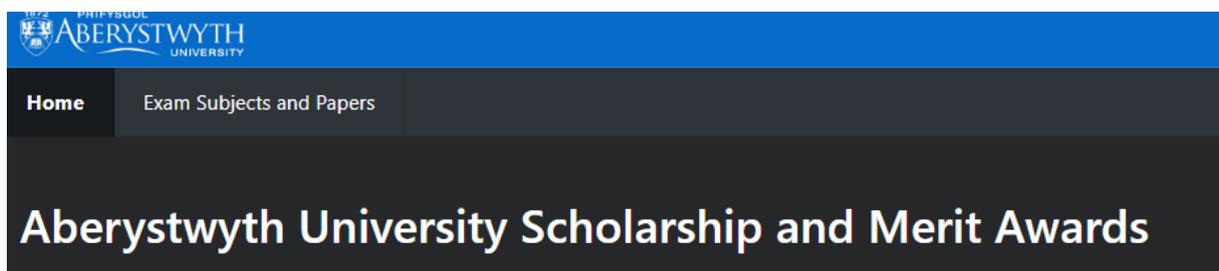
Sign in to the Exam Officer portal by entering your email address in the username field as seen below and clicking 'Sign In'.



You will then be sent a unique login code to your email address This may take a few minutes. Please ensure to check your junk/spam folder. This code is valid for 30 minutes. To request a new code, enter your email address again and click 'Sign In'. If you experience any difficulties accessing this link, then please email us on scholarships@aber.ac.uk to notify us of exam attendance or request exam papers as required.



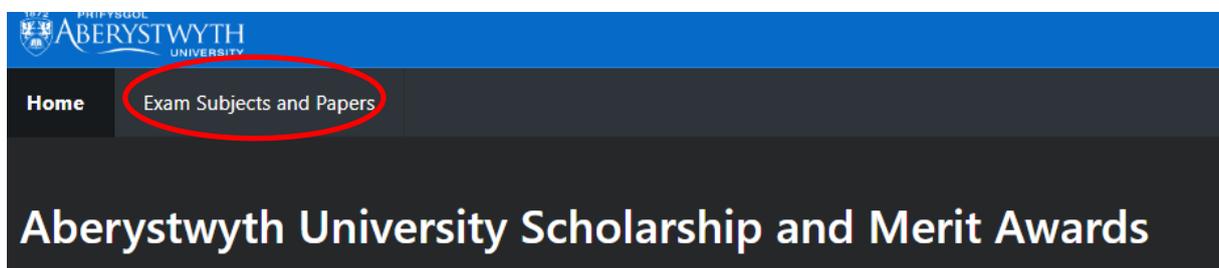
Once logged in, you will be taken to **'Home'** where you will be able to view your candidate list.



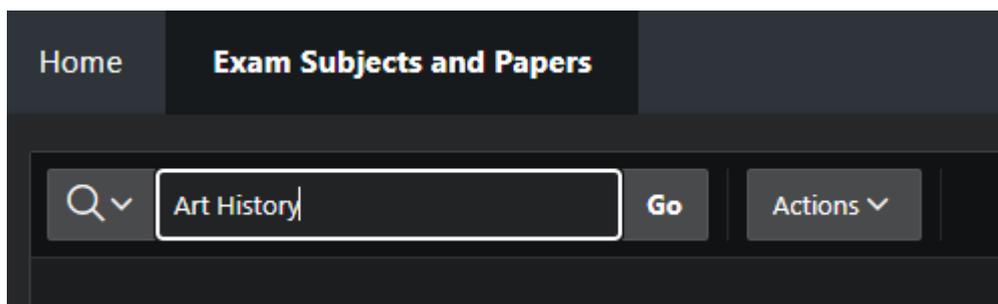
Here, you will also be able to see which exam papers they have chosen, as well as the language they have chosen to sit each exam in and if they have noted any special requirements like Extra Time on their application (see below):

Subject1 Code	Subject1	Subject1 Language	Subject1 Attended	Subject2 Code	Subject2	Subject2 Language	Subject2 Attended	Special Requirements
N100	Business, Accounting & Marketing	English		L100	Economics	English		

To download the exam papers, click **'Exam Subjects and Papers'**.



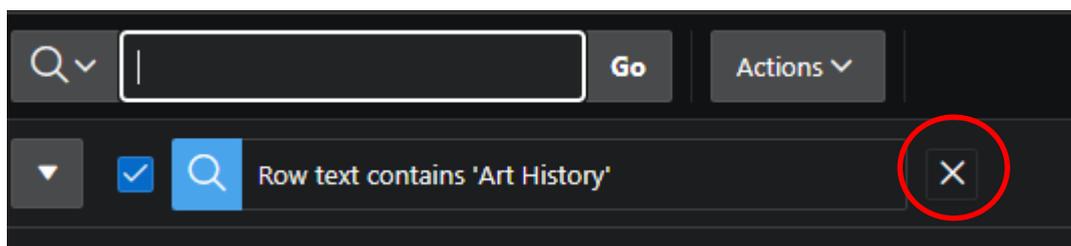
Find the paper you are looking to download by searching for the exam subject name in the search box, or by scrolling through the list.



To download the exam paper, please ensure to click on the exam paper file name in blue in the language that the candidate has requested to sit the exams in (this can be found in your candidate list in the 'Home' screen). Your download should begin automatically. If you experience any issues, please email scholarships@aber.ac.uk.

Subj Code	Description ↑	Welsh Description	Download Exam Paper	Download Welsh Exam Paper
W150	Art History	Hanes Celf	Art History.pdf	Hanes Celf.pdf

To find other exam papers, you will need to remove your previous search by clicking 'X' before searching for a new paper (see below)



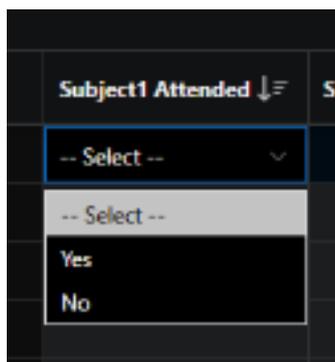
Candidates should be provided with a printed copy of the exam paper (for reference only) and will write their answers in a Word Document (please see Exam Arrangements below for further information).

After each exam, please record candidate attendance by returning to the 'Home' screen to your candidate list. Note that there is a 'Subject 1 Attended' and 'Subject 2 Attended' column next to each candidate's chosen exam subjects (see below):

Subject1 Code	Subject1	Subject1 Language	Subject1 Attended	Subject2 Code	Subject2	Subject2 Language	Subject2 Attended
N100	Business, Accounting & Marketing	English		L100	Economics	English	

Please record candidate attendance for **each exam** by selecting **Yes / No** from the drop-

down options. You will need to click on the relevant field for the 'Yes/No' options to appear.



It is up to the Exams Officer to decide the order in which the candidate sits the exams, however, if the order differs from the list, please ensure that you complete the 'Subject2 Attended' column first.

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.

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 same 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 during the week commencing 26 January) and have submitted a practice submission by **4pm, Friday 30 January 2026**. Details on how to upload a practice submission can be found in our [Guidance for Applicants](#). Please also ensure that candidates have familiarised themselves with the exams process (see 'Candidate information' below).

Exam arrangements

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

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 will be provided with the exam papers.

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 in due course.

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 submit papers to 'Blackboard Assignments'. Further guidance will be sent out to candidate and exam officers closer to the exams.

Invigilation

Candidates must be invigilated by a member of staff under normal exam conditions. It is not necessary to supervise candidates during the break between the first and second exam session

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 table on the first page of this document. 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 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: **Business, Accounting & Marketing, Chemistry, Economics, Maths and Physics**. Candidates should provide their own calculator.

- [Fine Art Portfolio](#) – candidates that have chosen to submit a Fine Art Portfolio will need to submit their portfolio on 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.

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. Please ensure that any scanned papers include the student's full name, UCAS ID and exam subject title, and that the pages are numbered and sent in the correct order.

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.

Candidate information

A copy of the [Guide for Applicants](#) can be found on our website.

During the week commencing 26 January, candidates will receive:

- **An email reminder of the subjects they have opted to sit prior to the exams.** They are also encouraged to notify us and their exam officers of any changes to their chosen papers.
- **An email activation login request to Blackboard** so they can activate their account ahead of the day of the exams and submit a practice paper by **4pm, Friday 30 January**.
- **An in-depth instructional guidance document** that outlines how to upload practice and exam day submissions to Turnitin and Blackboard Assignment. Turnitin and Blackboard Assignment are e-submission tools used by students to submit their work electronically.

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

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 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 or exam officers should e-mail the completed paper to scholarships@aber.ac.uk. 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 record all candidate attendance on the online attendance form that can be accessed through the [Exam Officer Portal](#). If a candidate's absence is of a sensitive nature, please email us on scholarships@aber.ac.uk

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 [website](#) or contact the Scholarships Team at scholarships@aber.ac.uk