

PLEASE NOTE!

Guidance for Fine Art Portfolio, Physics, Mathematics & Further Mathematics can be found on pages [7-12](#)

What are the next steps?

- **Discuss your exam arrangements with your Exam Officer**

You should have already had a conversation with your exam officer regarding the schedule of the exam day. Please note that the exam papers will be sent directly to your exam officer, and they will provide you with a paper copy on exam day.

- **Activate your Aberystwyth University IT account**

You should receive an email from us on **Tuesday, 27 January**, with information and instructions on how to activate your Aberystwyth University IT Account. The activation link will have been sent to the e-mail address provided on your application form. You will be required to activate your account **before the date of the exams. Once you have activated your account, please make a note of the username and password details as you will need these on the day of the exams.** If you have any problems with your username and password, please email: scholarships@aber.ac.uk for assistance.

- **Submit a practice submission before the day of the exams. You will need to do this by 4pm (UK Time), Friday 30 January 2026** (see guidance below).

Before the exam: practice submission

A practice submission point will be made available to you the week beginning 26 January 2026 on the Scholarships and Merit Awards Organisation. We recommend that you attempt to upload a practice document to the submission point by **4pm (UK Time), Friday 30 January to upload a practice submission** so that that you can confirm that you have the correct access before the day of the exams.

If possible, you should make this practice submission on the computer you'll be using for the exam. Please note that the practice document must have at least 20 words for it to be processed by Turnitin. For information on how to submit and access the practice submission point, refer to the guidance 'How to submit your exam papers' below.

Note that the files you upload to the practice submission point will not be viewed or marked.

On the day of the exam

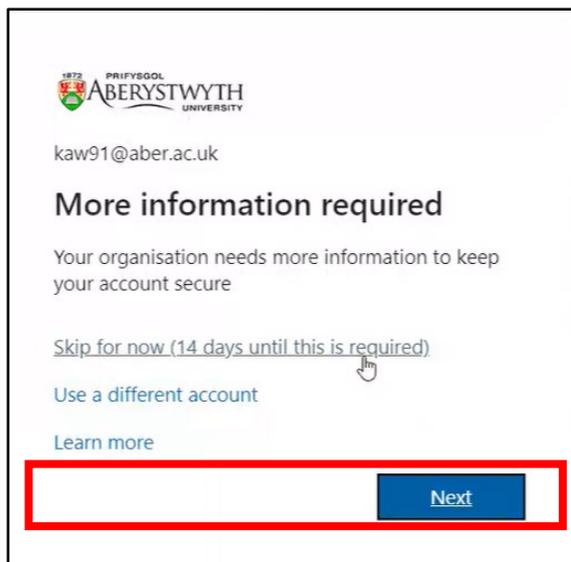
You will be provided with a paper copy of the exam by your Exam Officer. You must not access the internet until the exam has finished, and you are ready to submit your paper. All submissions for must be **completed in the presence of an invigilator.**

How to submit your exam papers

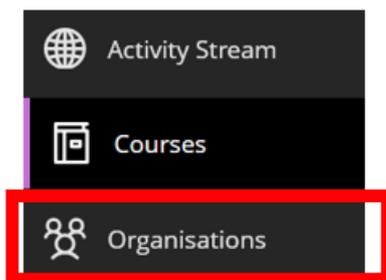
1. For exam day submissions, open a Word document on your desktop computer and save the document immediately using the following format as the document name (SURNAME_FIRST NAME_SUBJECT).

Make sure that you save your document regularly. If submitting a practice paper, save the document as (SURNAME_FIRSTNAME_PRATICE).

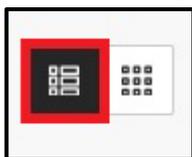
2. At the top of the page, clearly state: your full name, school and full subject title. If submitting a practice paper, please ensure that the document contains at least 20 words so that it can be processed by Turnitin.
3. Please ensure that you clearly number/label your answers (e.g., 'Question 1A').
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 may 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:



9. Click on [Ysgoloriaethau a Gwobrau Teilyngdod - Scholarships & Merit Awards 2026](#)

BB-SD33-0003-U
Ysgoloriaethau a Gwobrau Teilyngdod - Scholarships & Merit Awards 2026
Open | [Multiple Leaders](#) | More info ▾

10. After opening the **Organisation** you can submit your work. If you are submitting your exam in Welsh, click on the folder **Arholiad Ar-lein (Cymraeg)**. If you are submitting in English, click on the folder **Online Exams (English)**.
11. If you are submitting a Practice Submission, select **Ymarfer Cyflwyno / Practice Submission** and choose either Turnitin: Ymarfer Cyflwyno / Practice Submission or Blackboard Assignment: Ymarfer Cyflwyno / Practice Submission.

BB-SD33-0003-U

Ysgoloriaethau a Gwobrau Teilyngdod - Scholarships & Merit Awards 2026

Content Calendar Announcements Discussions Gradebook Messages Groups Achievements

 Ymarfer Cyflwyno / Practice Submission

 Online exam (English)

 Arholiad Ar-lein (Cymraeg)

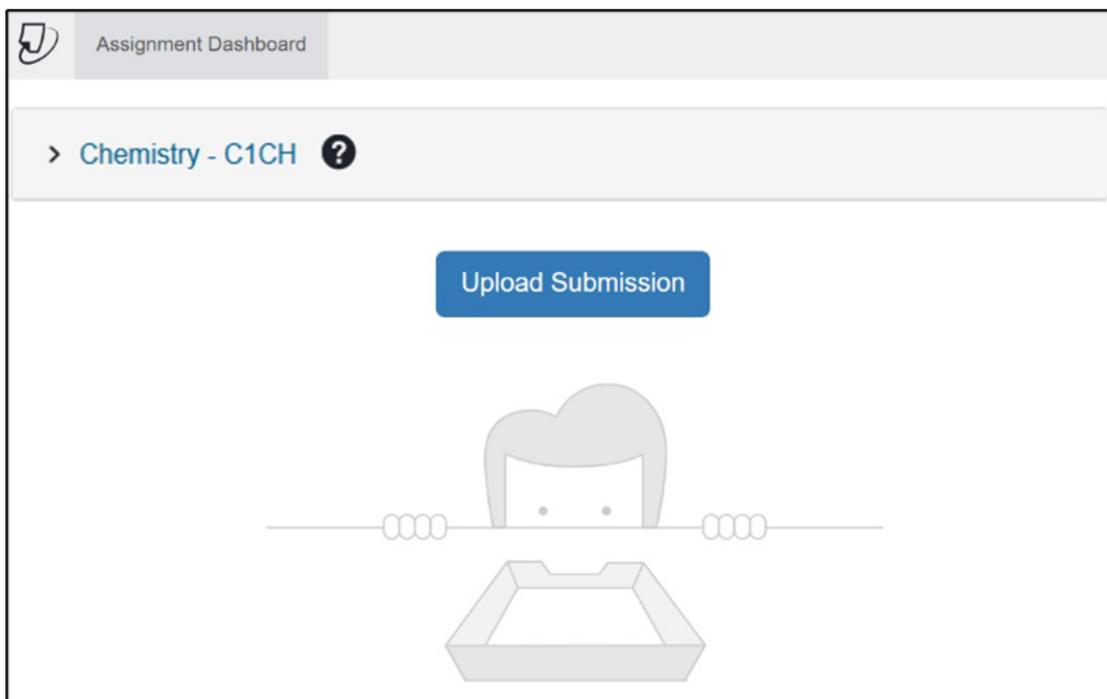
12. You will see several submission points.
13. Go to the correct submission point for your subject. For example:

 **Chemistry - C1CH**
Please submit your Chemistry exam answers here

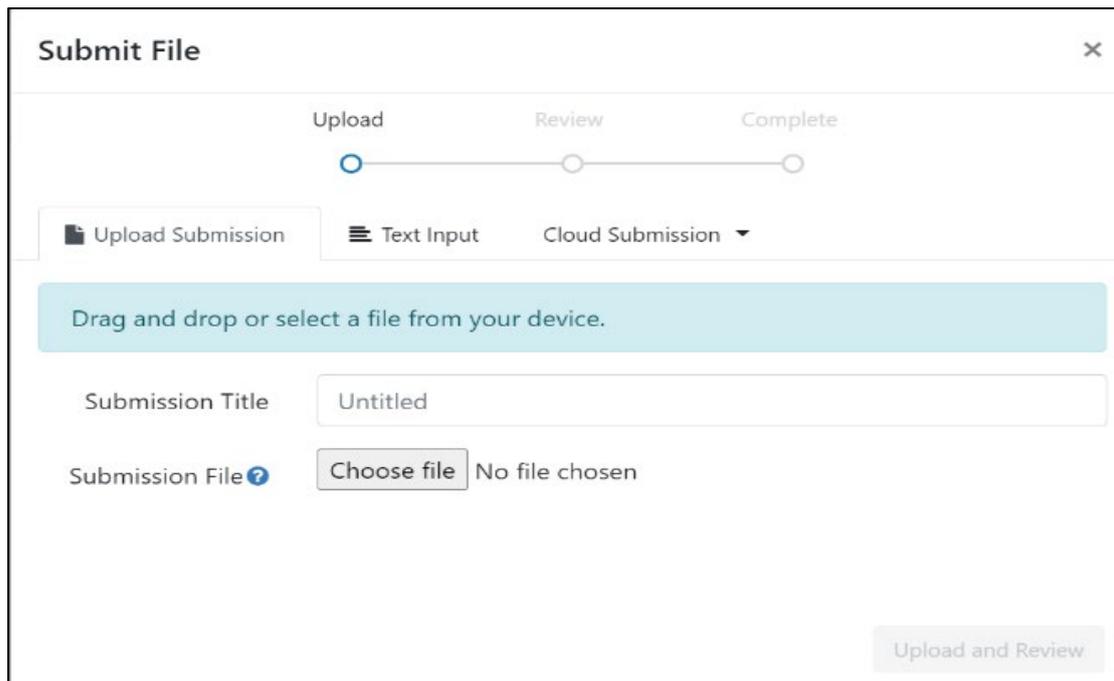
14. Click on the **Turnitin submission point**, and in the new window click **Launch**.



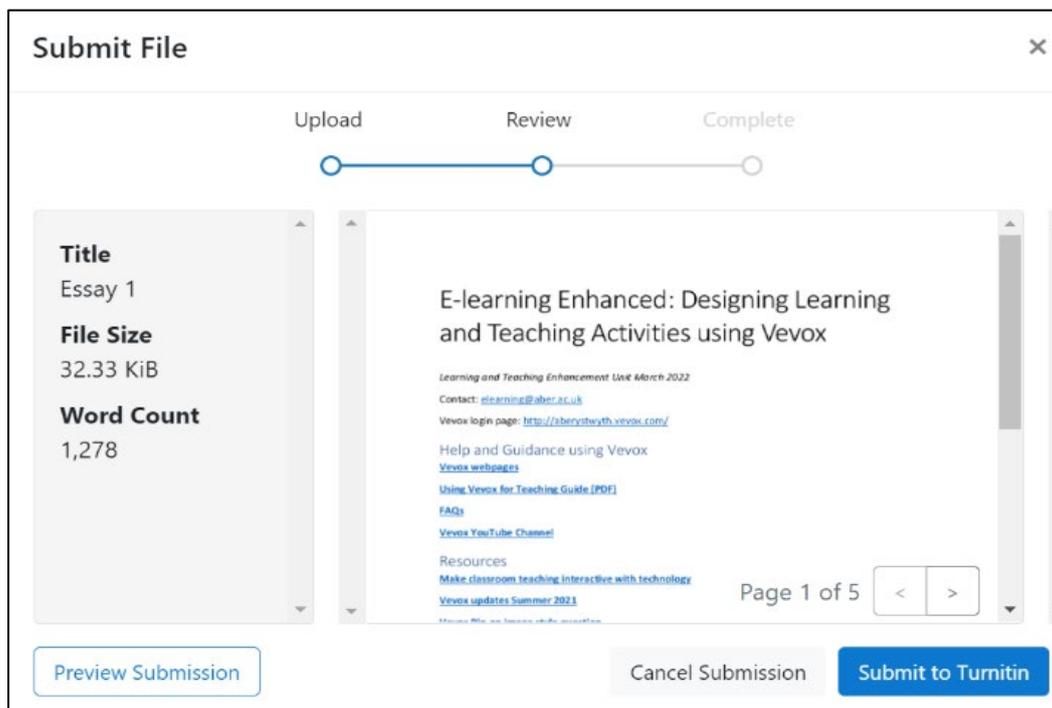
15. Select Upload Submission



16. The file upload window will open:



17. 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'.
18. 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.
19. Select **Upload and Review**
20. Your file will upload, and you will be able to preview the submission:



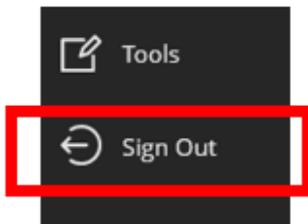
21. If you are happy that it's the correct file, click **Submit to Turnitin**.

22. Make sure your paper has been submitted successfully. You should receive the following message:

✔ Submission uploaded successfully. [Download Digital Receipt](#)

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.

23. 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: Results will be emailed to applicants and their Exams Officer within 4–6 weeks of the exam day. Please note, we do not provide marks, feedback or completed exam papers.

PLEASE NOTE! The below guidance is for candidates taking exams in one or more of the following subjects: **Fine Art (Portfolio); Mathematics; Further Mathematics; Physics**. For subjects not listed above, please follow instructions given on [pages 2-6](#).

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

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

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Note that the files you upload to the practice submission point will not be viewed or marked.

On the day of the exam

You will be provided with a paper copy of the exam by your Exam Officer. You must not access the internet until the exam has finished, and you are ready to submit your paper. All submissions for must be **completed in the presence of an invigilator. Please note, there is no paper copy exam paper for Fine Art Portfolio candidates.** Applicants submitting digital portfolios will have been contacted in advance with details of the portfolio task.

How to submit your exam papers

Mathematics, Further Mathematics and Physics candidates will be provided with a paper copy of their exams by their Exam Officer. These papers will be collected by invigilators, scanned, and emailed to you, so that you can submit the scanned copies via Blackboard Assignment. **You must not access the internet until the exam has finished, and you are ready to submit your answers.**

You will be required to:

24. For exam day submissions, 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. If submitting a practice paper, save the document as (SURNAME_FIRSTNAME_PRATICE).

25. At the top of the page, clearly state: your full name, school and full subject title.

26. Please ensure that you clearly number/label your answers (e.g. 'Question 1A').

27. For Mathematics, Further Mathematics and Physics 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.

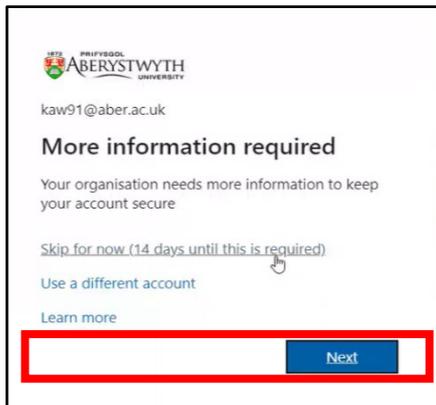
28. For Fine Art Portfolio candidates, you will have created your e-folio in advance of the exam day and emailed yourself a copy.

29. 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.

30. Download and save the attachment on to the desktop using the following format for the document name (SURNAME_FIRST NAME_SUBJECT).

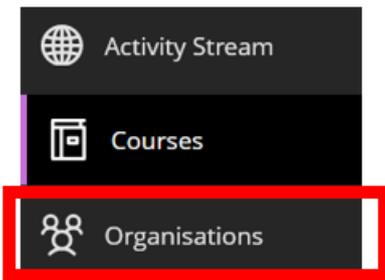
31. In your browser, type in blackboard.aber.ac.uk and log in to [Blackboard](#) using the username and password provided.

32. As part of the login process, you may see the **More Information required** screen below:

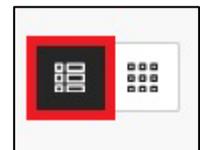


33. Click on **Skip for now (14 days until this is required)**. Not everyone will see this screen. If you do not, simply move on to the next step.

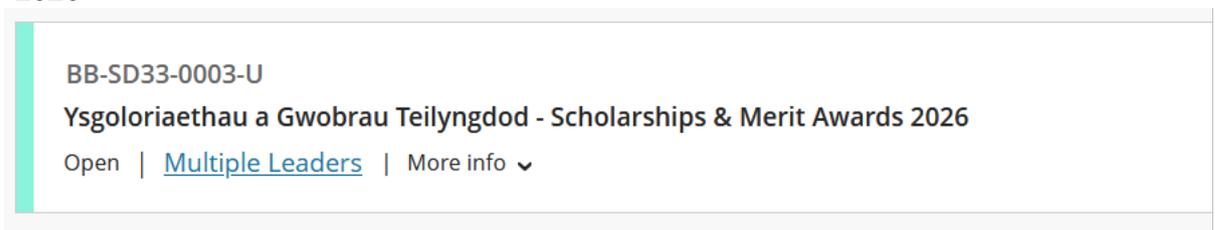
34. Select **Organisations** from the left-hand menu.



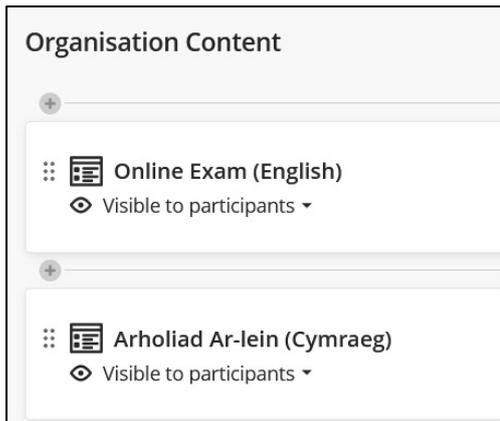
35. There are two views in Blackboard, if your screen looks different to below, click on the three white lines and dots, the list view icon (see right):



36. Click on **Ysgoloriaethau a Gwobrau Teilyngdod - Scholarships & Merit Awards 2026**

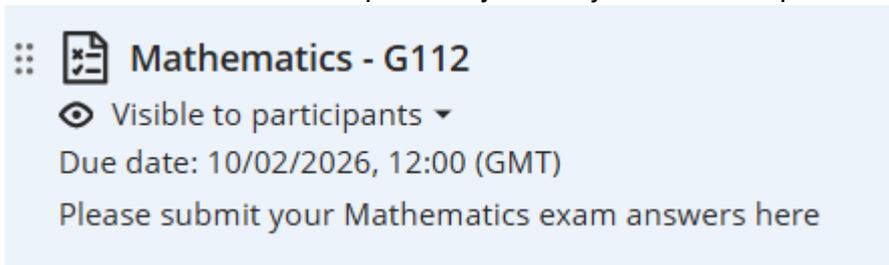


37. After opening the **Organisation** you can submit your work. If you are submitting your assignment in Welsh, click on the folder **Arholiad Ar-lein (Cymraeg)**. If you are submitting in English, click on the folder **Online Exams (English)**.



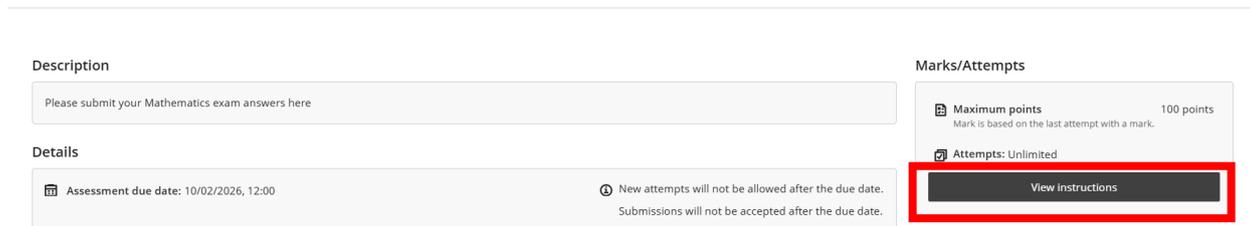
38. You will see several submission points.

39. Go to the correct submission point for your subject. For example:



40. 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).

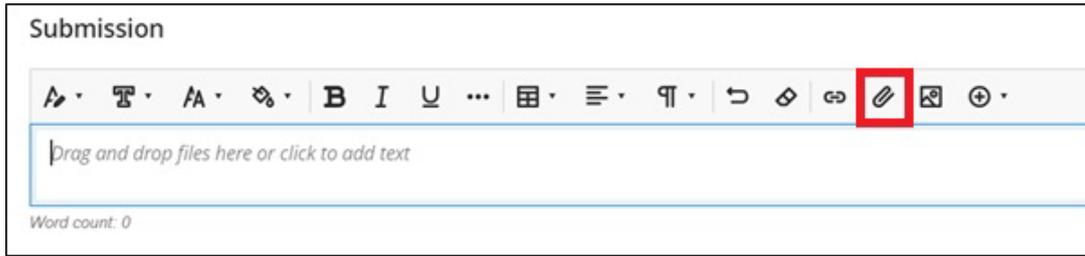
Mathematics - G112



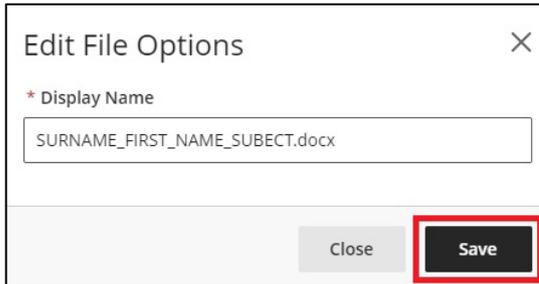
41. Click into the box underneath the **Submission** heading.



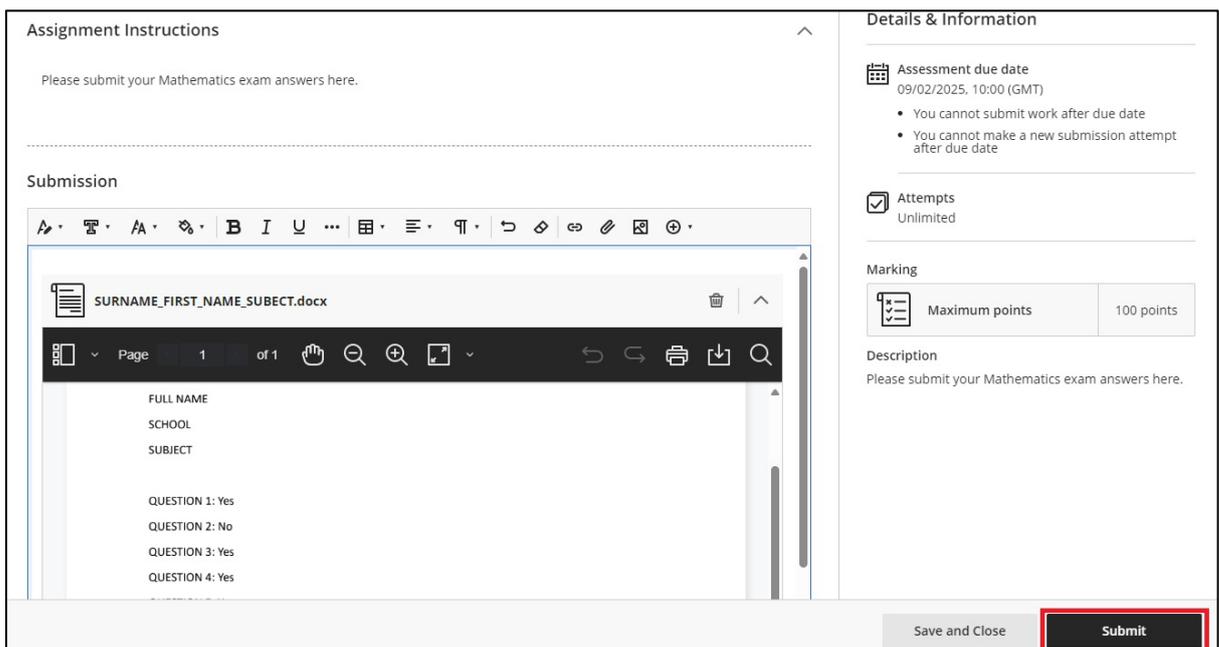
42. You can drag and drop your submission file onto the submission box or click on the **paperclip icon** to search your file store.



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

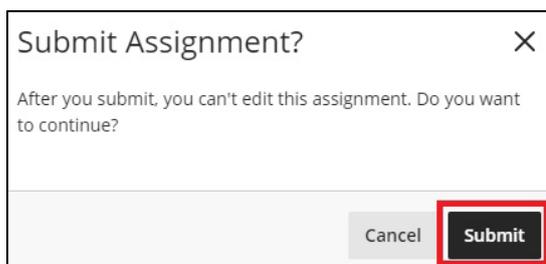


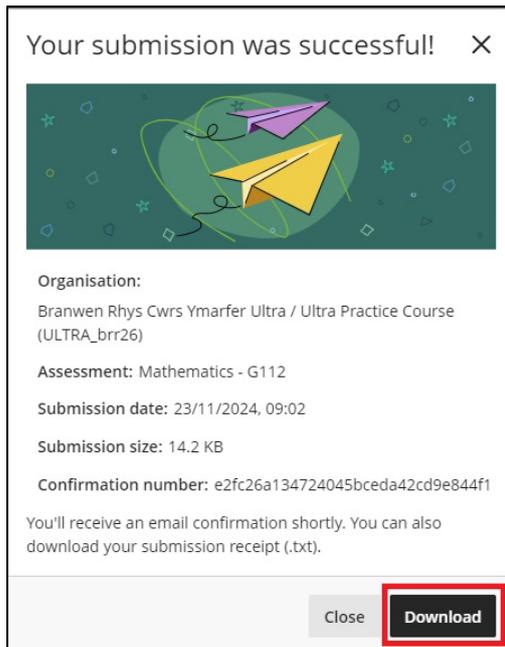
44. Confirm or change the display name of the file and click **Save**. The document will then appear as a preview on the screen.



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

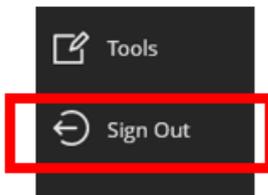
46. To confirm that you want to submit your answers, click **Submit** again





47. 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.



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