

NOTES ON THE CONDUCT OF THE ENTRANCE SCHOLARSHIP EXAMINATIONS

GENERAL

- Candidates may choose to sit the examinations at their school/college, or at Aberystwyth. Candidates wishing to sit the examinations at school/college are responsible for liaising with Examinations Officers regarding the exam arrangements (room locations, times etc.).
- Exams Officers should have received notification of names and subjects of candidates. Any queries should be directed to the Scholarships Team (see contact details at the end of this document).
- All examinations are of 1.5 hours' duration.
- The examinations should be conducted in accordance with normal practice for public exams such as those of the WJEC.
- Candidates with special requirements should have contacted the University in advance to outline their needs (candidates are entitled to the same arrangements they receive for their normal school examinations e.g. extra time, use of a laptop etc.).

1. Invigilation

- If there is more than one candidate, an Invigilator must be present in the examination room during the whole of each session. If there is only one candidate, some supervision should be given but it need not be constant.
- Any member of staff is permitted to invigilate the Entrance Scholarship examinations; although there is no cost associated with sitting the exams, the University is unable to contribute to any invigilation costs which may be incurred.

2. Timetable

- All exams must be taken on the scheduled day; unfortunately, it is **not possible** to take the exams on any other day regardless of individual circumstances.
- The timetable should be adhered to where possible, but to fit with schools and colleges timetables examination sessions may begin up to one hour earlier or later than the scheduled time.
- It is essential that the applicants get the full allocated time for every paper to complete their work, but, unless there are difficulties in understanding instructions on the papers, extra reading time is not allowed.
- Candidates should not be permitted to enter the examination room more than half an hour after the beginning of a session, and should not leave the room until after an hour has lapsed. Forgetfulness, misreading of the timetable or oversight is not justification for any special consideration or allowance.

4. Subject-specific Regulations

Please note that no texts, dictionaries, atlases or Bibles (including the Apocrypha) may be taken into any exam. The only exceptions are the following subject-specific **regulations**:

- Calculators (non-programmable, silent, self-powered, without communication facilities, and incapable of holding text or other material) may be used for the papers in **Accounting, Business and Management, Chemistry, Economics, Further Mathematics, Mathematics and Physics**.
- Candidates sitting the **Further Mathematics, Mathematics and Physics** papers may also take into the examination any 'Information Booklets' approved by their examining board for use in exams.
- A periodic table is provided for the **Chemistry** paper.
- Candidates who have chosen **Art Portfolio** as one of their subjects must liaise with the School of Art to arrange to have their portfolio examined by the date of the Entrance Scholarship exams.

3. Question Papers and Answer Books

- Question papers, answer books, attendance lists, and a pre-paid returns envelope are included in the examination package. If any papers are incorrect, missing or incomplete, please contact us immediately (see contact details at the end of this document).
- A new answer book should be used for each subject. Each answer must show clearly the number of the question, and candidates should write on both sides of the pages. All work, including rough work, must be done in an answer book; rough work may be lightly crossed out. Should candidates require additional paper to complete their answers, schools/colleges should use A4 lined paper or exam board answer books. In no circumstances are candidates to be permitted to take away from the examination room any answer-book, either used or unused. Question papers may be retained.

At the end of each session candidates should be instructed to:

- (a) check that they have correctly filled in the heading of each answer-book used, **which should give their FULL NAME, the NAME OF THE SCHOOL/COLLEGE and the full TITLE of the subject taken.**
- (b) fasten together with a tag, loosely but securely, two or more answer-books which relate to the same paper.

5. Unfair Practices

A candidate using or attempting to use unfair means in the examination will be disqualified. If a candidate is found copying from or otherwise obtaining assistance from another candidate, or introducing into the examination room any unauthorised material or internet access (including phone, tablet, internet-linked watch etc.), the circumstances should be reported to the University.

6. Returning Exam Papers to the University

- (a) A pre-paid, pre-addressed envelope is included for exam papers to be returned to the University. For peace of mind, Exams Officers may wish to scan exam papers before returning them, or utilise an alternative postal method, such as recorded/special/courier delivery.
- (b) **The scripts for each paper should be arranged in the order in which candidates' names appear on the Attendance List and returned together with a duly completed Attendance List** signed by the Examinations Officer. If a candidate entered for a paper is absent, the Attendance List on which the candidate's name appears should be marked "Absent" next to each paper affected. If all candidates were absent, please return the Attendance List indicating this.
- (c) If there are any circumstances which may have affected the candidates' performance in the examinations which the examiners should be notified about, please include 2 copies of an explanatory letter when returning the exam papers.
- (d) If you wish to receive acknowledgement of the safe receipt of answer books by the University, please complete the **acknowledgement post card**, attach a stamp, and return it with your scripts.
- (e) Answer booklets should be returned to the University **as soon as the final exam has been completed.**

7. Surplus Stationery and Question Papers

Surplus stationery and question papers may be retained by schools/colleges.

8. Exam Results

We will write to candidates and Exams Officers within 6 weeks of the date of the exams to let them know the results. A list of successful Scholars and Merit Award holders will be published on the University's website.

If you have any query relating to the Entrance Scholarship Examinations, please contact us:

Entrance Scholarship Team, Aberystwyth University, Cledwyn Building, Penglais Campus, Aberystwyth, Ceredigion, SY23 3DD. Tel: 01970 622065; E-mail: marketing@aber.ac.uk

October 2017