United Kingdom Biology Competitions

British Biology Olympiad 2027

Instructions for Teachers

A Quick reference guide

Before your students take part

• Log into the competition website and check your school details.

• Create student accounts for the exam.

• Allocate extra time to students entitled to this in public exams such as GCSE and A Level.

• Distribute accounts to students.

When your students take part

• Activate paper on the Invigilation page.

• Invigilate students under the same conditions as examinations such as GCSE and A Level.

• Invigilation must be in person on your school premises; **NO ONLINE SUPERVISION IS ALLOWED**.

• Deactivate paper(s) once all students have completed – this prevents students from opening a paper without supervision.

After the competition is over

• Check student details for certificates.

• View student results and download e-certificates.

B Teacher guidelines

The British Biology Olympiad must be treated with the same care and respect as a public examination such as GCSE or A Level.

• Student eligibility (younger students can take part):

Y13 in England and Wales
Y14 in Northern Ireland
S6 in Scotland
equivalent year groups worldwide.

• The British Biology Olympiad 2027 comprises two 45-minute papers. They may be sat on separate occasions or back-to-back.

• Both papers must be completed within the published competition window.

• Students will require scrap paper, a pen/pencil and something capable of basic calculations.

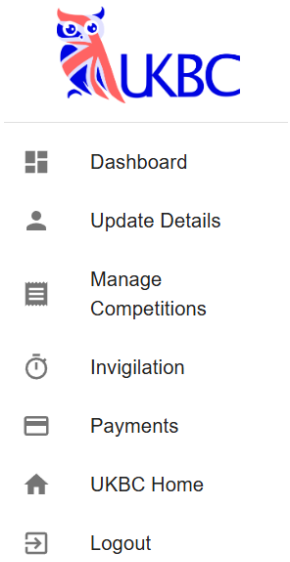
• Students will require a device with continuous internet connection.

• A laptop is recommended. Mobile devices and tablets are compatible but not advised.

• Teachers must NOT log in and view the question papers.

C Teacher Dashboard

After login, teachers can update school details, manage competitions and view default student passwords.

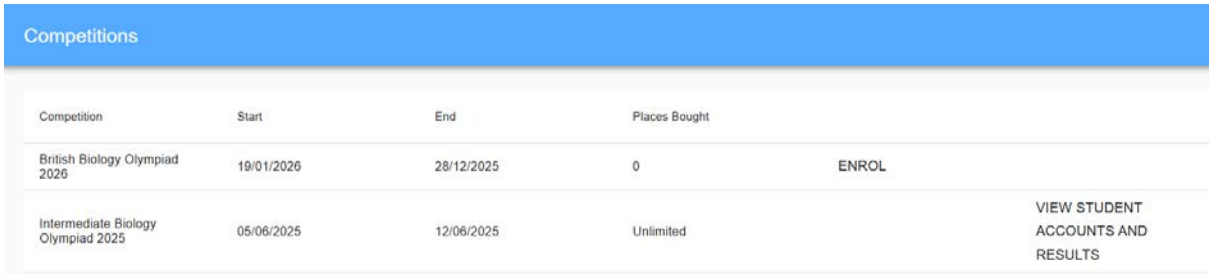


D Creating student accounts

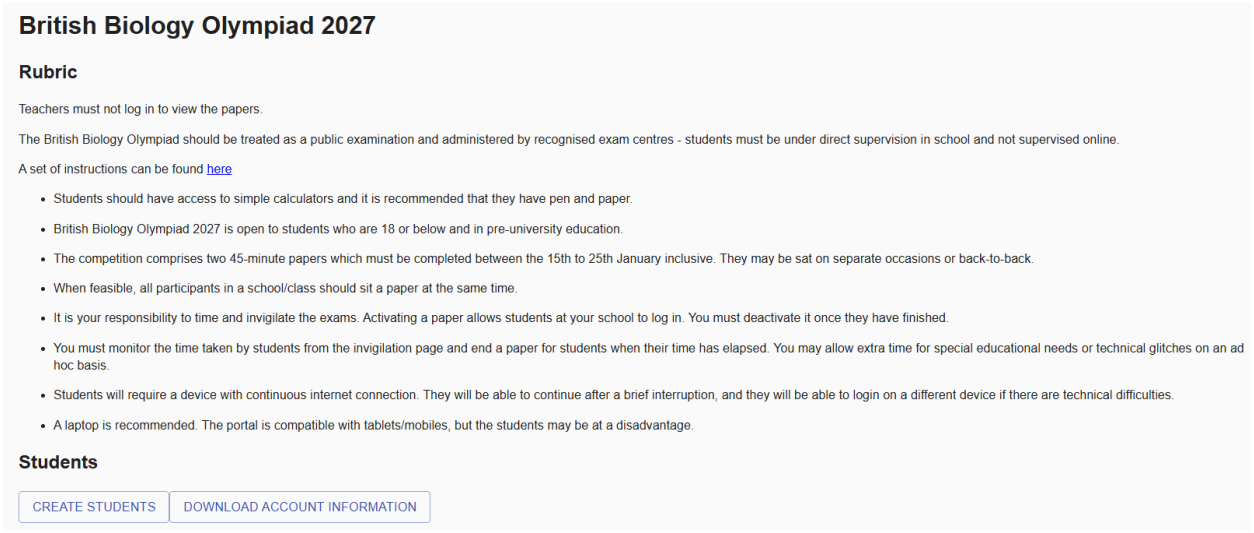
To create student accounts:

• Click Manage Competitions to see the list of available competitions.

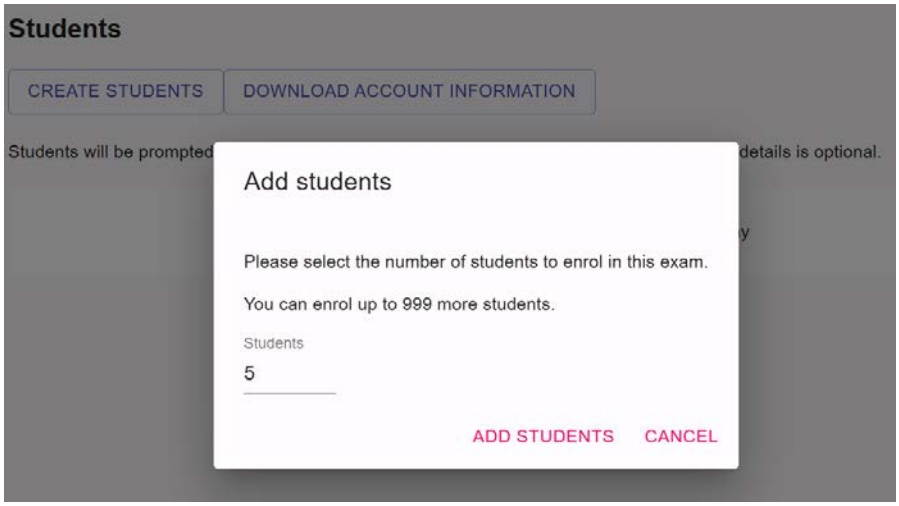
• Click on ENROL to add a competition to your account. If payment is required, this will be done via STRIPE, using a credit or debit card. A receipt will be generated for your records and can be seen by clicking on Payments in the main menu.



• Once you have added a competition to your account, select VIEW STUDENT ACCOUNTS AND RESULTS next to the competition name.



• Click CREATE STUDENTS.



• Type how many student accounts you require and click ADD STUDENTS. It is advisable to only add as many as you need, you can always add more later. Having too many ‘spare’ accounts can make it difficult when navigating them and downloading results.

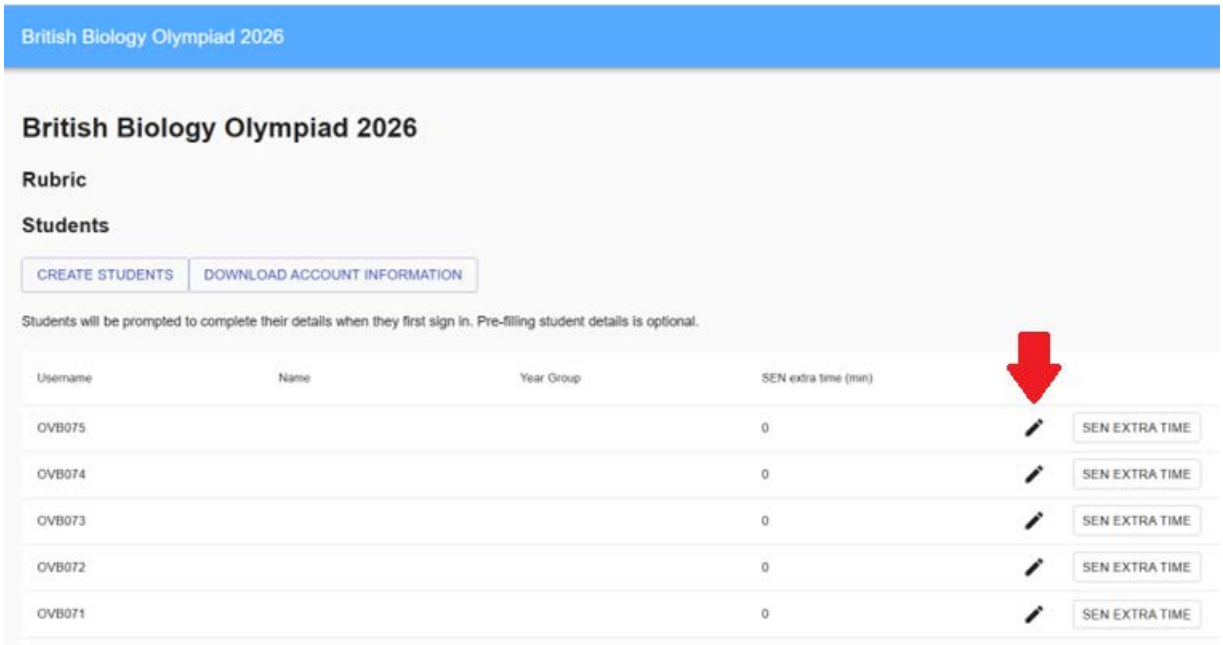
• Each student account will be allocated a unique username. They each have the same default password, to be found on your dashboard and Invigilation page.

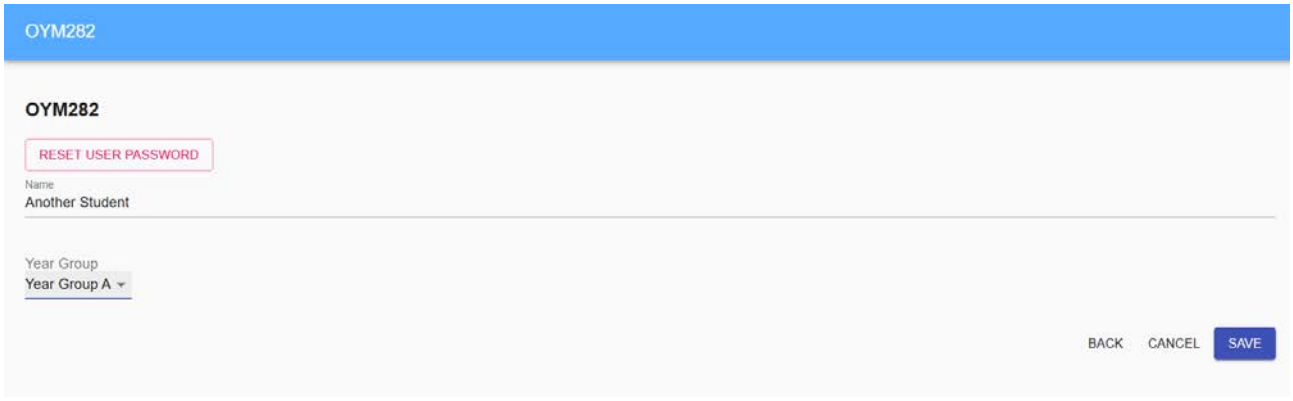
• There is **NO NEED** to share these login details in advance. It is advisable not to do so as once you activate a paper, these accounts can be used to access it (See Section F).

• Students will enter their personal details when they first log in. It is possible for teachers to do this in advance but this is not required.

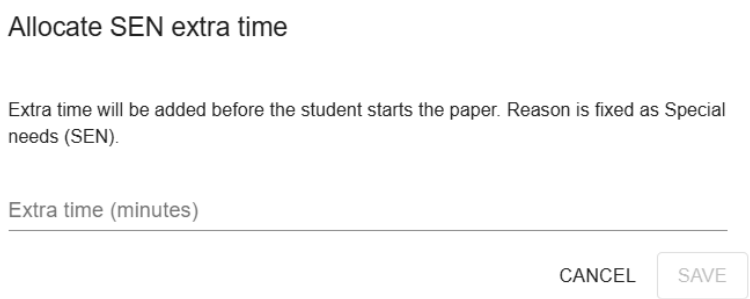
E Amending student details and resetting passwords

Teachers can amend a student's details and reset the password by clicking on the edit button on the right:

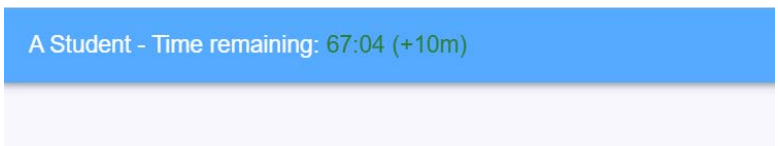




- Teachers can also add extra time for students who are entitled to this. Click on **SEN EXTRA TIME** and add the number of minutes **for a 45-minute paper,** rounding up to the nearest minute. For example, if a student is entitled to 25% extra time, you would add 12 minutes.



The additional time will be included in the timer visible to the students when sitting the paper:



F Invigilating the competition

• On the **Invigilation** page, you can activate available papers and view students sitting the papers. **Papers can only be activated during the competition dates.**

• To start invigilation,

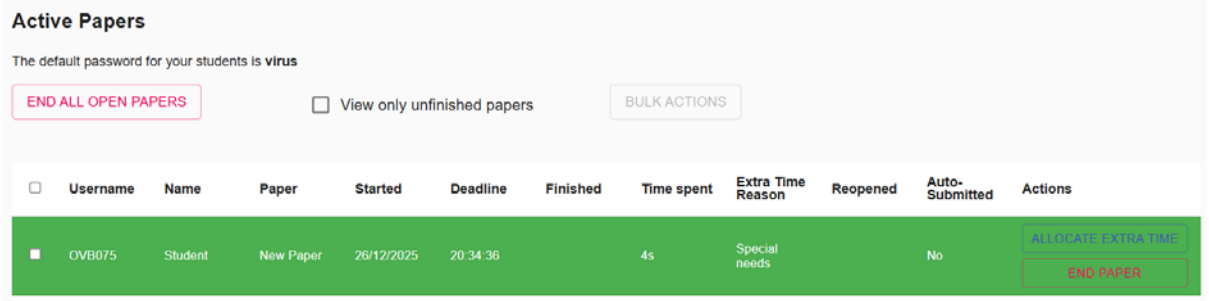
1. Click on **ACTIVATE PAPER** under the paper you want students to access. We strongly recommend that you only do this when students are about to take part.

2. Students will now be able to open the paper when they log into the competition website. (They may need to refresh the page.)

3. The system will automatically time the paper for each student and lock them out when the allotted time expires.

• You can see how long each student has spent on the paper on **Invigilation** page.

• If you have forgotten to add extra time to a student that is entitled to it, you can do so even after they have started the paper by clicking on the button in the Actions column.



• Once your students have finished sitting a paper, you must **DE-ACTIVATE** it. This prevents any other students from logging in, should you have shared their login details with them.

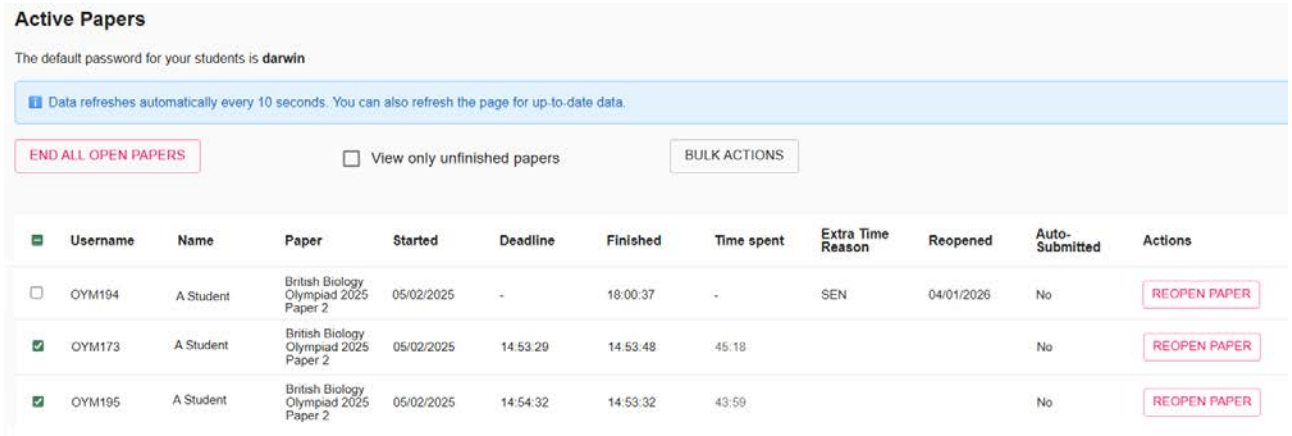
• There are buttons to end papers next to each student account and at the top of the page. You can use these to lock papers if there is an interruption.

G Adding extra time due to interruptions

• If a student is entitled to extra time for similar online multiple choice public exams such as GCSE and A Level, this can be added in advance.

• If there is an interruption, such as a fire alarm, you can click on REOPEN PAPER for the relevant student. You will be asked to indicate the reason for this and add the number of minutes.

• You can select more than one student using the buttons on the left of their usernames and clicking on BULK ACTIONS.





H Results and certificates

Results and e-certificates will be available to schools after the organisers have verified them once the competition is over. This is usually within a week.

Appendix

Instructions you can share with students.

Logging in for the first time

Your teacher will give you:

- a **username**
- a **default password**

When you log in **for the first time**, you must:

1. Enter your personal details (including **year group**)
2. **Choose a new password**

⚠️ **This is important**
The default password is shared with other students at your school.
You **must** choose and remember a new password, as you will need it to log in again if you are taking the second paper at a different session. Your teacher can reset this for you if necessary.

Starting the paper

Once your teacher has activated the paper:

- Click **Sit Paper**
- The paper will open and the timer will start

At the top of the screen you will see:

- Your name
- The **time remaining** for the paper

Answering questions

- Questions are shown one at a time
- You can move between questions using the **menu on the left**
- Your answers are **saved automatically** as you work

If you want to come back to a question later:

- Click **FLAG**
- A flag symbol will appear next to that question in the menu
- You can remove the flag at any time

Time and submission

- The timer counts down continuously
- When you reach the final question, you will see the option to **Submit Paper**
- You must confirm that your answers are final before submitting

⏱️ **If time runs out**

- The system will **automatically submit your paper**
- You will not lose answers if the time expires

Once a paper is submitted, you **cannot return to it**.

Important reminders

- You will need:
    - scrap paper
    - a pen or pencil
    - a basic calculator
- Make sure you know your **new password** for the second paper
- Follow your teacher's instructions at all times