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Mathematics Trust

Olympiad Handbook

This is a Handbook for Olympiads, from the Junior Olympiad all the way up to BMO2. If you need help with a first round Challenge or a Kangaroo please see the Handbooks specified from your [Challenges Profile](#).

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Olympiad quick step guide

On this page you will find quick and simple steps to hosting the Olympiad for your students.

If you are already confident with using your [Challenges Profile](#) then please feel free to use these as a quick reference before running the Olympiad. If you need more in-depth instructions you can click the magnifying glass next to each step.

Step 1 Choose a time for your Olympiad. Olympiads are run on 1 day only and your students can sit the Olympiad between anytime on that day - **Remember, you don't need to tell us what time you choose.**

Olympiads can be entered through qualification or by discretionary purchases and are sat on paper only.

2021/2022 Olympiad dates are as follow:

[Mathematical Olympiad for Girls](#): 7th October 2021

[British Mathematical Olympiad Round 1](#): 2nd December 2021

[British Mathematical Olympiad Round 2](#): 27th January 2022

[Cayley / Hamilton / Maclaurin](#): 17th March 2022

[Junior Mathematical Olympiad](#): 14th June 2022



Step 2 You have the option to use preparation materials with your students. These practice papers are a great way for your students to prepare before the actual Olympiad.

For full information and links to the various practice resources we have please see below under the full '[Practice papers](#)' section.



Step 3 After populating your student names and year groups download the paper, cover sheet, master answer sheets (unique ones for each student) and invigilator instructions from your [Challenges Profile](#).



Step 4 Start the Olympiad by handing your students the Olympiad Paper, Cover sheet and their master answer sheets before their start time. Ask them to carefully read the rubric on the paper before starting. Solutions should be written on one side of the paper only, with the question number and student initials written in the top left hand corner of each additional answer sheet. Each question should be started on a master answer sheet.



Step 5 Please collect your student's cover sheet, answer sheets, question papers and rough work immediately after the Olympiad ends, ensuring all answer sheets are topped with a cover sheet and are in order with a master answer sheet at the start of the corresponding additional answer



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sheets. Click on the 'Paper answer sheets - upload' section from the menu and follow the instructions. Your file/s must be a PDF and cannot be larger than 10MB. We advise that this is done as soon as possible once the Olympiad is complete, however you do have a deadline for this which is **midnight, the day after the Olympiad.**



Step 6 Your results will normally be available within 1 month after the Olympiad has closed, however as these papers are marked by hand there can be unforeseen delays, so please wait for us to contact you about your results. You can download your results via your [Challenges Profile](#) via the 'Results and certificates' menu option.

Step 7 Enable your students to log in and get their feedback from markers. Go to your students menu option and filter out Olympiad logins by using the 'Username' box. For example, for the JMO you can type 'jmo' or for Cayley you can type 'cay'. Download the usernames and passwords and instruct students to log in at challenges.ukmt.org.uk.



Step 8 If you have any questions that this handbook does not answer please do not hesitate to [contact us](#).



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Run up to the Olympiad

Set your time

Choose a time for your Olympiad. Olympiads are run on 1 day only and your students can sit the Olympiad anytime on that day - **Remember, you don't need to tell us what time you choose.**

2021/2022 Olympiad dates are as follow:

[Mathematical Olympiad for Girls](#): 7th October 2021, 2.5hrs

[British Mathematical Olympiad Round 1](#): 2nd December 2021, 3.5hrs

[British Mathematical Olympiad Round 2](#): 27th January 2022, 3.5hrs

[Cayley](#) / [Hamilton](#) / [Maclaurin](#): 17th March 2022, 2hrs

[Junior Mathematical Olympiad](#): 14th June 2022 , 2hrs

All students entered into the Olympiad must sit the Olympiad at the same time. This will reduce the likelihood of students passing information to each other.

Please ask your students not to share information following the Olympiad until after midnight.

Practice Papers

You have the option to use preparation materials with your students. These practice papers are a great way for your students to prepare before the actual Olympiad.

The [Junior](#), [Cayley](#), [Hamilton](#), [Maclaurin](#) and [Girls](#) Mathematical Olympiads have their own past papers for your students to practice on. Which you can access via the named links above.

[BMO1](#) and [BMO2](#) also have their own guidance and past papers which are fantastic resources for your student's preparation.

We also sell [books](#) which can help students to prepare for our Challenges.

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Entering student names and year groups

Pre-populating

Please note answer sheets will appear on your profile 5 working days before the Challenge date.

Before downloading and printing the answer sheets you have the option to pre-populate student names. We appreciate **entering large numbers of student names** is currently onerous. We are currently in the process of improving this feature so names and year groups can be uploaded en masse. If you choose not to pre-populate names, students can enter their names directly on to the answer sheet themselves for it to be read by machine during marking.

If you would like to enter names you can do this by going to the 'Paper answer sheets - download' tab from the menu (shown in blue). Filter using the 'Challenge' dropdown option to select the Challenge you are wanting to download the sheets for. You will then see a list of your student's answer sheets (shown in red).

To enter a name and year group click on a row, this will then show you the options for 'Group' and 'Name' of each one. Here you can enter the name and select a year group for each student and click '**Save**' before selecting the '**Next**' button to move onto the next student.

Paper answer sheets - individual download

ID

Name

Active

Group

Template

Uploaded

ID	Name	Group	Template	
1369			Junior Kangaroo 2021	Download Erase
1370			Junior Kangaroo 2021	Download Erase
1371			Junior Kangaroo 2021	Download Erase
1372			Junior Kangaroo 2021	Download Erase
1373			Junior Kangaroo 2021	Download Erase
1374			Junior Kangaroo 2021	Download Erase
1375			Junior Kangaroo 2021	Download Erase
1376			Junior Kangaroo 2021	Download Erase
1377			Junior Kangaroo 2021	Download Erase
1378			Junior Kangaroo 2021	Download Erase

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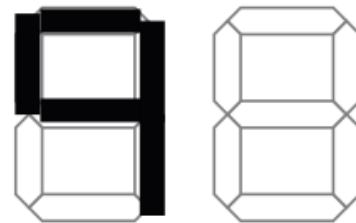
Hand-written

Alternatively you can download the answer sheets without student information and have your students fill out their name and year group by hand. Please note that it is important that the name is filled out clearly, neatly and in non-cursive handwriting in-between the dashes so the machine can pick up the name correctly. Below is a blank example of what the name entry looks like.

Write your name in block letters in this area _____

Filling out their year group by hand is done like a digital clock. Below is a blank example, followed by examples of what this should look like for years 9, 10 and 13. These instructions will also be on the invigilator instructions but please go through this with your students beforehand so they know what to expect and how to fill this out.

Your year group is?



Your year group is?



Your year group is?



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Downloading Cover sheets and Master answer sheets

Please note that every student must have their own unique Master answer sheets. The QR codes can not be shared, so one set of sheets can not be photocopied and given to all students.

After entering your student's names and year groups you can now download your student's cover sheet and master answer sheets. You can do this per student by clicking the 'Download' option under 'individual download' or you can download them all in one go by clicking 'Download' after the Olympiad name as shown below.

Paper answer sheets - download

Press the 'Download' button below to download all your paper answer sheets in one PDF document.

Before downloading and printing these it is **essential** that you pre-populate the names and year groups. You can do this by clicking on a row, filling out the student's name and selecting their year group, you **must then click 'Save'** before pressing the 'Next' button to fill out the next student's details.

For full instructions on how to do this, including screenshots, please see the **Olympiad Handbook**.

We appreciate entering large numbers of student names is currently onerous, if you have entered more than 10 students to MOG, and would like us to upload the names and year groups for you, please send a spreadsheet to challenges@ukmt.org.uk with the student names and their year groups.

Name

MOG2021	Names	Download	15 Documents
Junior Kangaroo 2021	Names	Download	16 Documents

Paper answer sheets - individual download

Downloading the Paper and Invigilator Instructions

To download the Olympiad Paper and Invigilator Instructions you will need to go to the 'Documents' menu option on your [Challenges Profile](#). Papers will be available to download the day before the Olympiad and we will send an alert to you.

Arrangements for students who are eligible for extra time

At the UKMT, we honour all access arrangements put in place by your school so, for example, if a student is entitled to 25% extra time in exams then this will be honoured for our Olympiads also.

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On your Olympiad day

Starting the Olympiad

It's now time to start your students off with the Olympiad. The Olympiad should be sat under exam conditions. Please read or hand out the invigilator instructions (available from your 'Documents' section, to those invigilating the paper).

If students are self-isolating at home due to Covid-19 they can sit the Olympiad as long as they are still invigilated via online supervision from a teacher. Many students reference their BMO1 result in their university applications, so this makes it essential that any remote invigilation is carried out to the same high standard as would be expected for any school exam. Please fill out this form if you have a student participating in the BMO1 remotely.

Question papers must remain covered until the start time. Each student taking part needs:

- A question paper
- A cover sheet
- A master answer sheet, prefilled with their name, for each question (this has a QR code on)
- Blank or lined paper to use as additional answer sheets or rough working
- Rulers and compasses (if wanting them)

All students must not have access to:

- Calculators or mobile phones
- Protractors
- Squared paper

Ask students to carefully read the instructions on the paper before starting. Key instructions for students are:

- Start each answer with a master answer sheet (this has a QR code on). This sheet must be handed in unless you are not attempting the question.
- Blank or lined paper can be used as additional answer sheets. These sheets should include the digits following the ':' symbol under the QR code from the relevant Master Answer Sheet, as shown to the right.
- Write on one side of the answer sheet only as bold as possible.
- Erasures on answer sheets must be complete or clearly crossed out.
- At the end of the Challenge ensure all answer sheets are in the correct order with blank answer sheets removed i.e. those with no solution and place your cover sheet on top
- Keep rough work and blank answer sheets separate.



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After the Olympiad

Please collect your student's cover sheet, answer sheets, question papers and rough work immediately after the Olympiad ends.

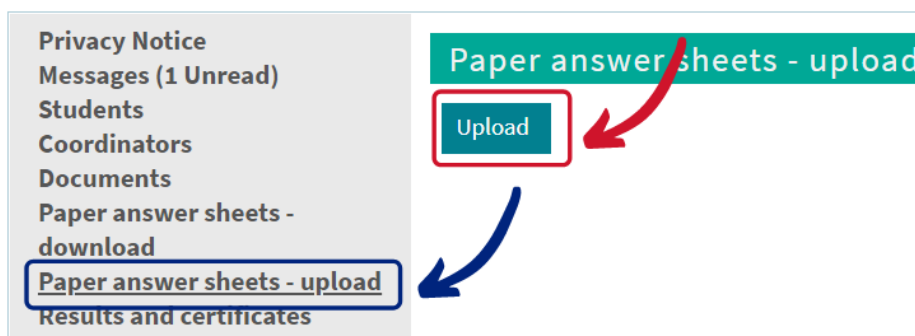
- Ensure all answer sheets are topped with a cover sheet and are in order with a master answer sheet at the start of the corresponding additional answer sheets.

For example the upload order would look like this: Cover sheet, Question 1 master answer sheet, question 1 additional sheet, question 2 master answer sheet, question 2 additional sheet, question 3 master answer sheet and so on.

- Please remove all rough work and blank answer sheets i.e. those with no solution
- Scan in all cover and answer sheets, en masse, and upload them to your Challenges Profile (please do not scan in and upload rough work or blank answer sheets i.e. those with no solution).
- It does not matter what the files are called but they must be scanned in and saved in a pdf format under 10MB. You can upload more than one file if needed.

We advise that this is done as soon as possible once the Olympiad is complete, however you do have a deadline for this which is **midnight, the day after the Olympiad**. We will send you a reminder on the morning of the deadline so you don't forget. We regret that we cannot accept uploads after this time. **Please do not return any scripts in the post.**

Click on the 'Paper answer sheets - upload' section from your [Challenges Profile](#) (shown in blue), then on the 'Upload' button (shown in red).



You will then see some brief instructions as shown below. Press the 'Browse' button (shown in yellow) and select the relevant file/s from your computer and then click 'Save' (shown in green).

Upload

Please upload your students' paper answer sheets here for the **paper Challenges, Kangaroos and Olympiads** by **midnight, the day after it closes**. They can all be submitted as one PDF (not one PDF per student) providing the file size is no larger than 10Mb.

Your file **MUST** be a **PDF**, and **CANNOT** be larger than **10Mb**. You can upload more than one file.

Press 'Browse' to locate your PDF and then click 'Save' to submit it.

Any issues please email challenges@ukmt.org.uk

File Browse Save



Your file/s must be a PDF and cannot be larger than 10MB.

The QR code will automatically match the paper to the correct student and Challenge for marking, so you do not need to worry about this.

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After your Olympiad day

Solutions

Solutions will be available once the upload deadline has passed and we will email you when these are available.

Getting results, certificates and feedback from the markers

Your results will normally be available within 1 month after the Olympiad has closed, however as these papers are marked by our incredible volunteers by hand there can be unforeseen delays, so please wait for us to contact you about your results.

You can download your results and certificates via your [Challenges Profile](#) via the 'Results and certificates' menu option (shown in blue). You will be able to see a list of results and certificates for various other Challenges (example shown in red). You can click on these and they will automatically download to your computer.

The screenshot shows a navigation menu on the left with the following items: Privacy Notice, Messages, Students, Coordinators, Documents, Paper answer sheets - download, Paper answer sheets - upload, and Results and certificates (highlighted in blue). The main content area is titled 'Results and certificates' and contains a table with the following rows:

Filename
Students
UKMT Accounts.csv
UKMT Accounts.html
SMC 2020 Results
SMC 2020-Results.xlsx
England, Wales and Overseas Year 10 or below-Results.xlsx
SMC 2020 Certificates
UKMT Certificates.pdf
England, Wales and Overseas Year 10 or below-Certificates.pdf
Pink Kangaroo 2021 Results
Pink Kangaroo 2021-Results.xlsx
England and Wales Year 10-Results.xlsx
Pink Kangaroo 2021 Certificates
UKMT Certificates.pdf
England and Wales Year 10-Certificates.pdf

Red arrows in the image point to the 'Results and certificates' menu item and the 'UKMT Certificates.pdf' file in the list.

Please note: Certificates are only available to download and print in school..

Your students will need logins so they can log in to the [Challenges site](#) after the Olympiad has been marked, so they can view their results and any feedback the markers have left them.

To download your student logins, login to your [Challenges Profile](#) and click on the Students menu option (shown in blue). You may see previous online Challenges and/or Olympiad logins are still there, if this is the case you need to filter out your Olympiad logins by using the filter boxes. For



example, if you are hosting the JMO type 'jmo' or if you are hosting Cayley type 'cay' and so on (shown in red). Your students should then appear (shown in green).

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You can download this as a spreadsheet using the Export CSV or Export XLS buttons or use Export HTML to download a version that can be cut out and distributed (shown in yellow).

The spreadsheet will contain usernames and passwords. **Please make sure you expand the whole username column to see the whole username. Please ignore the columns labelled 'Class' and 'Grade', this is for internal use only (shown in purple).**

Students will need to log in with their username and password to the Challenges site here challenges.ukmt.org.uk to see their feedback.

Privacy Notice

Messages

Students

Coordinators

Documents

Paper answer sheets - download

Paper answer sheets - upload

Results and certificates

Students

Name

Username

usr class

usr grade

Participated

Show only my students

Name	Username	usr class	usr grade	Extra time
	jmc001		450	0
	jmc115987		450	0
	jmc115988		450	0
	jmc115989		450	0
	jmc115990		450	0
	jmc115991		450	0
	jmc115992		450	0
	jmc115993		450	0
	jmc115994		450	0
	jmc115995		450	0
	jmc115996		450	0

Export CSV
Export XLS
Export HTML

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Amending certificates

If for any reason a student's name is incorrectly spelt on a certificate you can amend this by clicking the 'Students' menu option (shown in blue). You can then search for the student by entering their name (shown in red) and clicking on the relevant student (shown in yellow).

The screenshot shows the 'Students' management interface. On the left, a sidebar menu includes 'Privacy Notice', 'Messages', 'Students' (highlighted in blue), 'Coordinators', 'Documents', 'Paper answer sheets - download', 'Paper answer sheets - upload', and 'Results and certificates'. The main area has a teal header 'Students'. Below it is a search form with a 'Name' field containing 'example', and fields for 'Username', 'usr class', 'usr grade', and a 'Participated' dropdown menu. A checkbox for 'Show only my students' is present. Below the search form is a table with columns 'Name', 'Username', 'usr class', and 'usr grade'. One row is highlighted in yellow, showing 'Example Name', 'TestUKMT', and '0'. At the bottom are three buttons: 'Export CSV', 'Export XLS', and 'Export HTML'.

This will then give you the option to edit their information (shown in green). Please correct their name and press 'Save' (shown in purple). This will automatically update the student's information and certificate so you can then re-download their certificate and it will show the correct spelling.

The screenshot shows the 'Edit student' form. It has a teal header 'Edit student'. The form contains several fields: 'Firstname' (Example), 'Lastname' (Name), 'Username' (TestUKMT), 'Password' (\$2y\$10\$BY2aYqUM9dJU.Fx), 'Email' (empty), 'Gender' (Unknown), 'usr class' (empty), and 'Extra time' (0). At the bottom are two buttons: 'Save' (highlighted in purple) and 'Cancel'.

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Contact us

To get support, send an email to challenges@ukmt.org.uk. The email address is monitored from 8.30am to 5pm during week-days. We will endeavour to respond to your email within 1 working day.

For any **emergencies** that need resolving within a 1 hour timescale you can contact us on **0113 365 1121** between 9am-5pm on Monday-Friday. This is to be used if you require any **urgent** help, if you have a problem or question that needs a response within 1 working day please email us on **challenges@ukmt.org.uk**. This is so we can keep the phone lines open for teachers who do require urgent help. If the phone rings out and you cannot get through to us this is because we are already on other calls, please try again in 5 minutes.

If you have any other enquiries about something other than our Challenges please contact us at enquiries@ukmt.org.uk.

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