

BMSAQ Organiser Instructions

2025/26

Importance of these instructions:

These Instructions have been produced to enable all organisers to administer Challenges consistently and securely so that the integrity of the process can be maintained.

Failure to adhere to these Instructions could adversely affect candidates, either at a local level within the centre or potentially, in the event of a breach of question paper security, at a national or international level.

BMSAQ Inspection Service

The BMSAQ Inspection Service may visit any school on the day of a Challenge to check on compliance to these instructions and our rules. We intend to provide notice to the selected schools before 08:00 on the Challenge Date

Pre-Challenge; Student Credentials Checking Instructions

Checking must take place as soon as possible on the day the Students' credentials are received. If this is not possible, the process may take place no later than the next working day.

Checking Process:

This process must be undertaken by a BMSAQ School Organiser in a secure room, where students cannot enter during checking. **During the checking process and throughout the Challenge you must NOT attempt to use any official Student ID logins.** If you would like to familiarise yourself with the platform please use our practice quiz here: <https://challenge.bmsaq.com/portal>

Steps:

- Carefully inspect the naming of your PDF and ensure it aligns with your school name.
- Open the PDF and carefully check the quantity of entries enclosed. Each entry takes one new page. Please ensure all pages are showing correctly.
- Checking is complete. Please transfer all online entries to a safe and memorable location until ready to use. You may print students' online login details, however, they must be printed in a location inaccessible to students and must be immediately stored in a sealed envelope and moved to a secure storage facility, inaccessible to students.

BMSAQ must be informed immediately if there are any problems, e.g.

- a) it appears that the email or one of the PDFs has been sent to the incorrect recipient and therefore there may have been a breach of security;**
- b) there are any differences between the material received and the invoice;**
- c) the material has been significantly damaged in transit or upon opening;**
- d) the material appears not to meet the school's requirements;**

Email: info@bmsaq.com

In an emergency call 07542 192952 (National Organiser Mobile)

On the day of the challenge:

- **Removing question papers/ printed online login details from secure storage:** Question papers/ printed online login details should be taken to the designated examination room(s) as close to the start of the examination as possible. They must not be removed from the secure storage facility and taken to the designated examination room(s) any earlier than 60 minutes prior to the starting time for the examination. The question papers/ printed online login details must not be left unattended. Care must always be taken to ensure the security of the Challenge.
- **Challenge Availability:** The challenge start time is decided by school organisers however, it must be between 08:00 - 17:00 on the day of the Challenge.

IMPORTANT NOTICE: BMSAQ does NOT hold any record of Student Names and any other personal details. We only identify students by their Student ID. This means you **MUST** keep a record of which student belongs to each Student ID. Failure to do so will prevent you from rewarding students with their Challenge result and any applicable awards.

Sitting the challenge

A member of staff must be present at all times during the 30 minute Challenge to invigilate students and uphold the integrity of the Challenge process.

When to start the Challenge time:

- **Online Format:** Challenge time is started automatically once students begin the Challenge.
- **Paper Format:** Allow students to fill in their Student ID and Name on the answer sheet and read the information on the opening cover (for 2-3 minutes). After this you may begin the Challenge time and thus, instruct students to turn over the page and begin.

Invigilator Instructions:

- Ensure students are seated exam style.
- Do not clarify questions or give further information to participating students.
- Record any malpractice, which must then be sent to the BMSAQ team for investigation.
- Collect any rough working sheets after the Challenge and discard them securely, or retain them until the results are released.

(Paper Format only)

- Ensure all question papers remain closed until the start time.
- Ensure the time allowed for all BMSAQ Challenges is 30 minutes.
- Ensure a clock (digital or analog) or timer is clearly visible to all students during the challenge.
- Collect the question papers and answer sheets from students after the Challenge and only release them back to the students after the results are released.

After the Challenge:

- **(Paper Challenge Format Only) Uploading student answer sheets:** You must scan and send your students answer sheets to us on the day they sit the Challenge. On the day of the Challenge we will send you an email reminder. This should be completed no later than 18:00 on the day of the Challenge.
- **Issuing Results:** We aim to issue results to schools in less than 7 days after the challenge. Results will be published to the Organiser Portal. We will notify you via email as soon as these are available.