



# Terms & Conditions – External Marking (2025/26)

**Last updated:** 18th September 2025

**Results day:** 7th January 2026. We reserve the right to adjust this date in case of circumstances outside our reasonable control.

---

## 1. What this service is

External marking is an optional paid service where the organisers of the British Algorithmic Olympiad (BAO) mark Round One scripts on behalf of schools. It neither advantages nor disadvantages students.

## 2. Definitions

- **School:** the contracting organisation (including academies/MATs and independent schools).
- **Teacher (you):** the staff member booking on behalf of the School.
- **Slot:** a marking window you reserve that is during the competition period.
- **Submission:** the email(s) you send containing your students' work for your reserved slot.

## 3. Booking, capacity & slots

- 3.1. **Limited availability.** Slots are limited and scheduled across the competition window. Availability is managed internally; specific capacities and allocation methods are not published.
- 3.2. **Confirmation & amendments.** A slot is only confirmed when we email you a marking code and submission instructions. Until confirmed, we may decline your reservation, or offer an alternative slot. There may be a possibility to make amendments following reservation, but you would have to contact us.
- 3.3. **One slot per school.** Each school may hold one slot for Round One. If you run multiple sittings, combine submissions into your reserved slot unless we agree otherwise in writing.
- 3.4. **Operational changes.** We may close booking for a slot or adjust availability at any time for operational reasons (capacity management or quality control). A confirmed booking will **not** be affected as a result of these changes.
- 3.5. **Deadlines apply.** Each slot has a fixed submission deadline, at 18:00 of the latest specified day of the slot. Late submissions are handled under Section 5.

## 4. Submission method & format

- 4.1. Upon confirmation of a reserved slot, we provide a dedicated submission email address and your marking code. Include this code in your email, preferably in the email subject.
- 4.2. Submit one email per school with a **single ZIP**, containing:
  - A folder for each candidate, labelled with the candidate's name and candidate number (in any format).
  - Within each candidate folder:
    - A single PDF of **legible** scans of the candidate's written work, with pages in the correct order. We may request a rescan if unreadable.
    - A folder containing all the candidate's code written during the exam. Any reasonable file format for the programming language(s) used by the candidate are allowed. Each file should be reasonably named depending on the question being answered, e.g., *q1A.py*.

## 5. Deadlines & late submissions

- 5.1. You must email your submission by the deadline of your slot, which is 18:00 of the final day of the slot.
- 5.2. If received by 23:59 of the final day of the slot, we will try to mark it but **cannot guarantee** successful completion of the marking.
- 5.3. If received after the final day of the slot, marking may not be possible. We will notify you of our decision via email.
- 5.4. If a specific candidate was unwell/absent, we will try to accommodate that candidate late; submit other students on time. It is **your responsibility** to notify us of this.
- 5.5. Refunds are not issued for scripts we are unable to mark due to late submission (due to the rolling nature of the booking system).

## 6. What we provide (scope of service)

- 6.1. Marking is against the official Round One mark scheme. This is the same mark scheme that is released on the *Documents* page of the BAO teacher portal. We reserve the right to make changes to this document during the competition period for corrective reasons (if it contains an error).
- 6.2. We return marks, at the latest, by the results day in January. It is possible you will be able to view your marks before this time, if marking for your students is completed before the end of the Round One competition period, but we cannot guarantee this.
- 6.3. Mark-by-mark commentary is **not** included. You may see per-question marks on the portal if we return marks before the end of the Round One competition period. You may request this per-question marking information following the results day.
- 6.4. A sample of scripts may be second-marked for consistency. We correct clerical errors if reported, but re-marking on academic judgement is **not** offered.

## **7. Fees & payment**

- 7.1. The fee is £15.00 per student for the 2025/26 competition. This covers written work and any submitted code.
- 7.2. Invoices are payable within 30 days of receipt of your confirmation email, which contains the invoice. Please provide any PO number or reference your finance team requires.
- 7.3. We are **not** VAT-registered and do not charge VAT (if this changes, future invoices will state VAT clearly).

## **8. Teacher responsibilities**

- 8.1. You confirm you are authorised to enter into this agreement on behalf of the School.
- 8.2. You ensure the exam is properly supervised/invigilated and that submissions are the students' own work.
- 8.3. You ensure files are complete, correctly attached, and legible.
- 8.4. You keep your marking code confidential to your school.

## **9. Limitations of liability**

- 9.1. We will exercise reasonable care and skill.
- 9.2. Our total liability to the School in connection with this service is limited to the total fees paid by the School for the relevant slot.
- 9.3. We are not liable for delays or failures caused by factors outside our reasonable control (e.g., unreadable scans, email delivery issues, force majeure).

## **10. Changes & communications**

- 10.1. Operational details (e.g. deadlines) may be updated on the website during the competition. We will notify affected schools.
- 10.2. These Terms may be updated for future years. The version you accept at booking applies to your current slot.

## **11. Governing law**

- 11.1. These Terms are governed by the laws of England and Wales and subject to the exclusive jurisdiction of its courts.

## **12. Contact**

- 12.1. External marking enquiries: [hudson@bao.org.uk](mailto:hudson@bao.org.uk).  
Please include your School name and marking code in the email.