

Our Lady's Catholic High School

Cyber Attack Policy (Exams)

'Our Lady's is first and foremost a Catholic school. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognise the unique value of each individual. Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

(from OLCHS Mission Statement)

Reviewed: Spring Term 2025

Next Review: Spring Term 2026

Key staff involved in the policy

Role	Name(s)
Head of Centre	Richard Charnock
Senior Leader(s)	Matt Power
IT Manager	Geoff Diggles
Exams Officer	Louise Gavell

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Introduction

This policy statement outlines the approach of Our Lady's Catholic High School in addressing the risk of cyber-attacks on examinations, as mandated by the Joint Council for Qualifications (JCQ) requirements. We are committed to maintaining the integrity, security, and fairness of our examination processes, and this policy serves as a foundational framework for managing cyber threats.

Purpose of the policy

The purpose of this policy is to:

- a. Identify and acknowledge the potential threats and vulnerabilities associated with online and digital examination processes.
- b. Establish a proactive and comprehensive approach to prevent, detect, and respond to cyber-attacks during examinations.
- c. Ensure the continuity and reliability of our examination services in the face of cyber threats.

Scope

This policy applies to all stakeholders involved in the examination process, including examination boards, examiners, pupils, and examination centres.

Responsibilities

a. Examination Boards and Institutions:

- Shall implement appropriate security measures to protect examination data and systems from cyber threats.
- Shall provide guidance and training to examination centres on cyber security best practices.

b. Examination Centres:

- Shall follow the cyber security guidelines and protocols provided by the examination board or institution.
- Shall report any suspicious activity or cyber incidents related to examinations promptly to the appropriate authorities.

c. Pupils:

- Shall adhere to the code of conduct related to digital examinations.
- Shall report any cyber security concerns or incidents immediately.

Preventive Measures

- a. Security Standards: We will adhere to JCQ security standards for digital examinations, including encryption, access controls, and secure data transmission.
- b. Regular Assessment: We will conduct regular risk assessments to identify and mitigate vulnerabilities in our examination systems.
- c. Security Training: We will provide cyber security training and awareness programmes to all stakeholders involved in the examination process.

Detection and Response

- a. Monitoring: We will implement continuous monitoring of our examination systems to detect any unusual or suspicious activities.
- b. Incident Response Plan: We will maintain an incident response plan that outlines the steps to be taken in case of a cyber-attack on examinations.
- c. Communication: We will establish clear communication channels to inform stakeholders about cyber incidents and their impact on examinations.

Compliance

- a. JCQ Requirements: We will ensure compliance with all JCQ requirements related to cyber security and examinations.
- b. Legal Obligations: We will comply with all relevant legal and regulatory requirements related to data protection and cyber security.

Review and Improvement

We will regularly review and update this policy to adapt to evolving cyber threats and technologies. Lessons learned from cyber incidents will be used to enhance our security measures.

Conclusion

Our Lady's Catholic High School is committed to safeguarding the integrity of our examination processes in the digital age. By following this policy and working collaboratively with all stakeholders, we aim to ensure the security and fairness of our examinations while maintaining the highest standards of academic integrity.