

# Isebrook School - Cyber Policy Statement for Examinations

## Introduction

This Cyber Policy for Examinations is designed to ensure the secure and fair conduct of examinations at Isebrook Secondary School, while adhering to the Joint Council for Qualifications (JCQ) regulations for the year 2023-2024.

The school is committed to maintaining the integrity of examinations and assessments while ensuring that students with special educational needs are provided with reasonable accommodations and support. This policy outlines the guidelines and procedures that will be followed for online and computer-based examinations, as well as other digital tools used during examinations.

## 1. Security Measures

1.1. **Secure Examination Platform:** We will use a secure examination platform approved by JCQ for any online or computer-based examinations.

1.2. **Access Control:** Only authorised staff will have access to examination materials and systems. Access will be restricted through password protection and multi-factor authentication.

1.3. **Student Authentication:** Students will be required to authenticate their identity using unique login credentials before accessing any digital examination materials.

1.4. **Network Security:** The school's network infrastructure will be regularly monitored and updated to prevent any unauthorised access during examinations.

## 2. Data Privacy and Confidentiality

2.1. **Data Protection:** The school will adhere to all data protection regulations, ensuring that student data is stored securely and used only for examination purposes.

2.2. **Confidentiality:** All examination materials and information related to student assessments will be kept confidential and shared only with authorised personnel.

2.3. **Data Encryption:** Data transmitted during examinations will be encrypted to protect against unauthorised access or interception.

## 3. Accessibility and Special Needs

3.1. **Accessibility Features:** The examination platform will offer accessibility features to accommodate students with special educational needs, as required by JCQ regulations.

3.2. **Reasonable Adjustments:** The school will make reasonable adjustments to accommodate students with special needs, ensuring that they have equal opportunities to succeed in examinations.

## 4. Monitoring and Proctoring

4.1. **Online Monitoring:** During online examinations, proctors will monitor students to prevent cheating or unauthorised assistance.

4.2. **Proctoring Tools:** The school will use approved proctoring tools, in line with JCQ regulations, to ensure the integrity of online examinations.

## 5. Technical Support

5.1. **Technical Assistance:** Technical support will be available to students and staff during examinations to address any technical issues promptly.

5.2. **Training:** Students and staff will be provided with training on using the examination platform and associated tools.

## 6. Conduct and Integrity

6.1. **Academic Integrity:** Students will be required to adhere to the school's code of conduct and maintain academic integrity during examinations.

6.2. **Prohibited Devices:** The use of unauthorised electronic devices during examinations is strictly prohibited.

## 7. Contingency Planning

7.1. **Technical Failures:** The school will have contingency plans in place to address any technical failures or disruptions during examinations.

7.2. **Emergency Procedures:** In the event of unforeseen disruptions, such as internet outages, alternative assessment methods or rescheduling may be considered, following JCQ guidelines.

## 8. Review and Compliance

8.1. **Regular Review:** This policy will be reviewed annually to ensure it remains aligned with JCQ regulations and best practices in examination security.

8.2. **Compliance:** The school will continuously monitor its compliance with JCQ regulations and make necessary adjustments as required.

This Cyber Policy for Examinations will help ensure the secure and fair conduct of examinations in our SEN Secondary School, while providing students with special educational needs the support they require. It is essential that all staff, students, and stakeholders are familiar with and adhere to this policy to maintain the integrity of our examination processes.