



GCSE Summer 2023 – Cyber Attack Response Plan

Kingswood House School takes the potential threat of a Cyber Attack very seriously and as a school, we have a Response Plan set out with our Insurer.

This Response Plan details the specifics related to the GCSE Summer 2023 series and should be only actioned in conjunction with the School’s general plan. Further advice has been provided by JCQ:

<https://www.icq.org.uk/dfc-and-national-cyber-security-centre-ransomware-update/>

Access Issues Preventing Continuity of Exam process	Time Impact	Impact	Possible Work Solutions & Data Required
Access to exam site & official documentation	1 wk	Medium	Exams Officer has master key to building and Exams Office where hard copy of documentation/evidence is kept in safe. All subject heads are saving digital evidence to individual shared drive of school network. With the support of Eduthing, our network is backed up online using Redstor’. The schools general Cyber Attack process is to immediately contact our insurers who will instigate their Cyber Attack Response Plan and instruct us on actions required.
Access to exam & controlled assessment entries	1 day	Medium/high	Exams Officer can access remotely via awarding bodies websites as all entries are uploaded manually to them. With the support of Eduthing, our network is backed up online using Redstor’
Access to pupil data concerning special considerations	1 wk	Medium	SENCo has hard copies filed on-site. With the support of Eduthing, our network is backed up online using Redstor’
Access to exam payment services	1 mth	Low	The schools general Cyber Attack process is to immediately contact our insurers who will instigate their Cyber Attack Response Plan and instruct us on actions required.
Administration of ongoing exams (timetabling, organising resources and submitting paperwork)	1 wk	Medium	Exams Officer has hard files for timetabling and resources. All that can be continued remotely. With the support of Eduthing, our network is backed up online using Redstor’.
Access to contact details of invigilation staff	1 mth	Low	Exams Officer has hard files of contact details.