Exam Contingency Plan Policy

Date reviewed	September 2024
Frequency	Annually
Next review date	October 2025
Reviewed by	Academic Standards, SEND and Educational Trips Committee

Signed: .... **Dated:** 03.10.2024

Chair of Governors

Signed: .... **Dated:** 03.10.2024

Principal

Contents

Key staff involved in the plan

Role	Name(s)
Head of centre	**Francis Galbraith**
Exams officer line manager (Senior Leader)	**Sarah Thomas**
Exams officer	**Jodi Henderson**
SENDCo	**Sailesh Roopnarain**
SLT member(s)	**Will Atkinson**
	Leanne Chapman
	Martyn Latchman
	Vicky Andrews
	Mike Birchall

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the examination/assessment process at Goldington Academy. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam processes.

Alongside internal processes, this plan is informed by the Ofqual (and Northern Ireland Council for the Curriculum, Examinations and Assessment) **Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the publication *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted,* the **JCQ Joint Contingency Plan** for the Examination System in England, Wales and Northern Ireland and the JCQ document **Preparing for disruption to examinations** (Effective from 1 September 2023).

This plan also confirms Goldington Academy's compliance with JCQ's **General Regulations for Approved Centres** (GR 5.3) that the centre has in place for inspection that must be reviewed and updated annually:

- a written examination contingency plan which covers all aspects of examination /assessment administration and delivery

Contingency arrangements

In accordance with the regulations (GR 3.17-19), Goldington Academy **must** have an up to date written contingency plan.

The contingency plan **must** cover all aspects of examination/assessment administration and delivery. Senior leaders **must** have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

The plan must cover the following scenarios:

- the head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo (or equivalent role), examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems

As part of the contingency plan the centre **must** identify an alternative site if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different Year Groups.

Goldington Academy **must** have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts can be provided to reduce the risk of this falling on one individual throughout the summer holidays.

Goldington Academy **must** ensure that candidates' work is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. Appropriate security arrangements must be implemented which protect candidates' work in the event of IT system corruption and cyber-attacks.

National Centre Number Register and other information requirements

In accordance with the regulations (GR 5.3), the head of centre will ensure that Goldington Academy responds to the National Centre Number Register annual update by the end of October every year which includes providing senior designated contact details (this might include a personal mobile number and/or email address). These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue.

Escalation Process

To confirm the main duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

Planning

In the event of the absence of the head of centre, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Sarah Thomas, Assistant Headteacher (Exams Officer line manager).

In the event of the absence of the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Leanne Chapman, Vice Principal.

To support understanding of the regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process

Main duties and responsibilities relate to:

- Third party arrangements
- Centre status

- Confidentiality
- Resilience and contingency arrangements
- Cyber security
- Communication
- Centre management;
    - Recruitment, selection and training of staff
    - External and internal governance arrangements
    - Delivery of qualifications
    - Public liability
    - Conflicts of interest
    - Controlled assessments, coursework and non-examination assessments
    - Security of assessment materials
    - National Centre Number Register and other information requirements
- Centre inspections

Additional JCQ publication for reference:

- JCQ Centre Inspection Service Changes
- Policies available for inspection

Specific JCQ publications for reference:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (section 25)
- Access Arrangements and Reasonable Adjustments (section 5)
- Personal data, freedom of information and copyright

Centre-specific information for reference

- Refer to the Goldington Academy Exam Policy

Entries and Pre-exams

In the event of the absence of the head of centre, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Sarah Thomas, Assistant Headteacher (Exams Officer line manager).

In the event of the absence of the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Leanne Chapman, Vice Principal.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (sections 1-15)
- Access Arrangements and Reasonable Adjustments (sections 6-8)

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments
- Entries

    Additional JCQ publications for reference:

    - Key dates
    - Guidance Notes for Transferred Candidates
    - Alternative Site guidance notes
    - Guidance notes for overnight supervision of candidates with a timetable variation
- Centre assessed work (including ensuring that candidates' work is backed-up and considering the contingency of candidates' work being backed-up in the event of IT system corruption and

cyber-attacks, and ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)

Additional JCQ publication for reference:

- o Guidance Notes – Centre Consortium Arrangements
- Candidate information

Additional JCQ publications for reference:

- o Information for candidates' documents
- o Exam Room Posters

Exam Time

In the event of the absence of the head of centre, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Sarah Thomas, Assistant Headteacher (Exams Officer line manager).

In the event of the absence of the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Leanne Chapman, Vice Principal

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (sections 3, 5)
- Instructions for conducting examinations (sections 16-31)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)
- Main duties and responsibilities relate to:
- Conducting examinations and assessments
- Additional JCQ publication for reference:
- Guidance Notes – Very Late Arrival
- Malpractice
- Retention of candidates' work

Results and Post-Results

As a contingency, the centre has at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. The National Centre Number Register is provided with the senior designated contact details (this might include a personal mobile number and/or email address). These are the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue. (GR 3.18, 5.3)

In the event of the absence of the head of centre, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Sarah Thomas, Assistant Headteacher (Exams Officer line manager).

In the event of the absence of the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Leanne Chapman, Vice Principal.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)

Main duties and responsibilities relate to:

- Results

Additional JCQ publication for reference:

- o Release of Results notice

- Post-results services and appeals

Additional JCQ publications for reference:
- o Post-Results Services (Information and guidance to centres)
- o JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
- Certificates

Possible causes of disruption to the exam process

Exam officer extended absence at a critical stage of the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

Planning
- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators not recruited

Entries
- awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-exams
- invigilators not trained or updated on changes to instructions for conducting exams
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- confidential exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

Exam time
- exams/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required for marking to awarding bodies

Results and post-results
- access to examination results affecting the distribution of results to candidates
- the facilitation of the post-results services

Centre actions to mitigate the impact of the disruption

- Making reference to roles, responsibilities and processes in the centre's Exams policy where the exams officer role may need to be covered by another person
  - Production of an exams officer handbook, exams calendar, annual exams plan, step by step exam guide, exam day checklist, exam room checklist etc.
- SLT to nominate a 'deputy' to cover a role/task
- Work shadowing; job rotation; staff development sessions; briefing sessions
- Buddying up; networking with staff from a local centre; sharing expertise with a local centre
- Refer to www.theexamsoffice.org for detailed instructions on all exam procedures.
- Always report long term absence to the Exam Boards

SENDCo extended absence at a critical stage of the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

Planning
- candidates not tested/assessed to identify potential access arrangement requirements
- centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
- evidence of need and evidence to support normal way of working not collated

Pre-exams
- approval for access arrangements not applied for to the awarding body
- centre-delegated arrangements not put in place
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff (facilitators) providing support to access arrangement candidates not allocated and trained

Exam time
- access arrangement candidate support not arranged for exam rooms

Centre actions to mitigate the impact of the disruption

- Seeking/following awarding body guidance/instructions
- SLT to nominate a 'deputy' to cover a role/task
- Work shadowing; job rotation; staff development sessions; briefing sessions
- Buddying up; networking with staff from a local centre; sharing expertise with a local centre

Quality Nominee (QN) extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the BTEC quality assurance process within the exam cycle not undertaken including:

Planning
- Programme teams not monitored or supported
- No point of contact for the Centre Quality Reviewer or Standards Verifier

- Effective management of BTEC programmes and good practice within the centre

Centre actions to mitigate the impact of the disruption

- Seeking/following awarding body guidance/instructions
- SLT to nominate a 'deputy' to cover a role/task
- Work shadowing; job rotation; staff development sessions; briefing sessions
- Buddying up; networking with staff from a local centre; sharing expertise with a local centre

Teaching staff extended absence at a critical stage of the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received

Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies

Non-examination assessment (including controlled assessments and coursework) tasks not set/issued/taken by candidates as scheduled

Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking

Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Centre actions to mitigate the impact of the disruption

- Seeking/following awarding body guidance/instructions
- Communicating with parents/carers and students and keeping them informed regarding solutions to the disruption
- Buddying up; networking with staff from a local centre; sharing expertise with a local centre
- Curriculum leaders should take responsibility for any missing entries, coursework marks and any assessment marks in the absence of a member of teaching staff.
- Entries must be made on time to meet deadlines and avoid late fees. Amendments can always be made at a later date to confirm final entries.

Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

Failure to recruit and train sufficient invigilators to conduct exams

Invigilator shortage on peak exam days

Invigilator absence on the day of an exam

Centre actions to mitigate the impact of the disruption

- Invigilation is planned well in advance and always with reserve staff allocated
- Seeking/following awarding body guidance/instructions

- Plans and procedures are in place to recruit appropriately and to deliver formal initial training sessions as well as 2 'update' sessions for existing invigilators and TAs cover the above scenario.
- Furthermore, contingency arrangements to call in invigilators on stand-by and /or to use trained admin staff are also in place. If all fails we will rely on teachers from another subject from the one being examined to fill in any major shortage of invigilators
- Prioritising candidates whose progression will be severely delayed if they do not take their exams when planned
- Entering candidates for the next available exam series (where available)
- Buddying up; networking with staff from a local centre; sharing expertise with a local centre

Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning

Insufficient rooms available on peak exam days

Main exam venues unavailable due to an unexpected incident at exam time

Centre actions to mitigate the impact of the disruption

- The majority of exams are accommodated in the Sports Barn and standard size classrooms/ICT suites and the exam team works closely in order to utilise rooms effectively.
- Regardless of the situation the running of exams in the right conditions will always prevail over other existing rooming arrangements
- Senior Invigilators will assist the Exams Officer in maintaining the security of exam papers should a venue be changed a very short notice.
- Exams Officer to ensure that any late-notice rooms comply with regulations as set out in the JCQ ICE book.
- Sourcing alternative venues/facilities - Alternative venue/facilities are available at Castle Newnham School (reciprocal arrangement organised by HOC). Castle Newnham - 01234 303403
- In the event of using Castle Newnham School, Goldington Academy will provide the exam equipment and invigilators. If there is insufficient space to accommodate our cohort for the timetabled examination, the Exams Officer will apply for a variation in timetable with the examining board. Candidates will be supervised from the time the examination was due to begin.
- Applying for special consideration for candidates
- Applying for alternative site arrangements

Cyber-attack

Criteria for implementation of the plan

Where a cyber-attack may compromise any aspect of delivery

Centre actions to mitigate the impact of the disruption

- This will include the required arrangements for cyber security (GR 3.21). Goldington Academy has procedures in place to maintain the security of user accounts by:

  a) providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
  b) providing training for staff on awareness of all types of social engineering/ phishing attempts
  c) enabling additional security settings wherever possible
  d) updating any passwords that may have been exposed
  e) setting up secure account recovery options
  f) reviewing and managing connected applications
  g) monitoring accounts and regularly reviewing account access, including removing access when no longer required
  h) ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*
  i) Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
  j) reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

- Refer to the IT Services Network – Security Policy for the Cyber Response Plan
- All staff complete the NCSC 'Cyber-Security training for school staff' module annually
- Seeking/following awarding body guidance/instructions
- Taking advice/instructions from relevant local or national agencies
- Promptly report any incidents to the relevant awarding body / bodies which compromise any aspect of assessment delivery
- Applying for special consideration in the event of lost NEA work

Failure of IT systems

Criteria for implementation of the plan
IT system corruption affecting candidates' work
MIS system failure at final entry deadline
Power outage immediately prior to or during an on-screen test
MIS system failure during exams preparation
MIS system failure at results release time

Centre actions to mitigate the impact of the disruption
• Candidates' work is backed-up off-site • Seeking/following awarding body guidance/instructions • Taking advice/instructions from relevant local or national agencies • All Exam entries should be made well in advance of the deadline to avoid any issues. • Access SIMS through another computer i.e. from home, or another SIMS user – local School. • Ensure that the IT department are aware of the exam results days to ensure smooth running of downloads.

Emergency evacuation of the exam room (or centre lockdown)

Criteria for implementation of the plan
Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Centre actions to mitigate the impact of the disruption

- Vice Principal, SLT, Exams Officer and Invigilators, to ensure emergency evacuation plan is followed, maintaining the integrity of the exam
- Candidates to be held separately, avoiding contact with other pupils, and ensuring that candidates do not talk to one another until they have been relocated to another venue wherever possible
- Seeking/following awarding body guidance/instructions
- Applying for special consideration for candidates
- Keeping question papers and exam materials secure
- Keeping scripts secure

Disruption of teaching time – centre closed for an extended period

Criteria for implementation of the plan

Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning

Centre actions to mitigate the impact of the disruption

- Invoking actions as detailed in DfE statutory guidance
- Taking advice/instructions from relevant local or national agencies
- Communicating with parents/carers and students and keeping them informed regarding solutions to the disruption
- Posting information on the centre's website; updates on local radio etc.
- Sourcing alternative venues/facilities - Alternative venue/facilities are available at Castle Newnham School (reciprocal arrangement organised by HOC). Castle Newnham - 01234 303403
- In the event of using Castle Newnham School, Goldington Academy will provide the exam equipment and invigilators. If there is insufficient space to accommodate our cohort for the timetabled examination, the Exams Officer will apply for a variation in timetable with the examining board. Candidates will be supervised from the time the examination was due to begin.
- Applying for special consideration for candidates
- Applying for alternative site arrangements
- Prioritising candidates whose progression will be severely delayed if they do not take their exams when planned
- Entering candidates for the next available exam series (where available)
- Keeping question papers and exam materials secure
- Keeping scripts secure
- Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of centres to prepare students, as usual, for examinations - in the case of modular courses, centres may advise candidates to sit examinations in an alternative series (centres should have plans in place to facilitate alternative methods of learning.)

Candidates may not be able to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan

Candidates may not be able to attend the examination centre to take examinations as normal because of a crisis

Centre actions to mitigate the impact of the disruption

- Prioritise the use of the Sports Barn and other large rooms for exam use over timetabled classes
- Consider moving the starting time of the examination for all candidates see section 6.2 of the JCQ document *Instructions for conducting examinations*)
- Be aware of the rules for very late arrivals (see section 21 of the JCQ document *Instructions for conducting examinations*)
- Wherever possible, it is always in the best interest for candidates to sit the examination.
- The relevant awarding body should be contacted if additional support or guidance in the event of disruption to examinations is required
- Invoking actions as detailed in DfE statutory guidance
- Taking advice/instructions from relevant local or national agencies
- Communicating with parents/carers and students and keeping them informed regarding solutions to the disruption
- Posting information on the centre's website; updates on local radio etc.
- Sourcing alternative venues/facilities - Alternative venue/facilities are available at Castle Newnham School (reciprocal arrangement organised by HOC). Castle Newnham - 01234 303403
- Applying for special consideration for candidates
- Applying for alternative site arrangements
- Keeping question papers and exam materials secure
- Keeping scripts secure

Centre may not be able to open as normal during the examination period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

Centre may not be able to open as normal for scheduled examinations

Centre actions to mitigate the impact of the disruption

- Goldington Academy will focus on enabling candidates to take their examinations if the centre is at risk of not being able to open as normal
- The decision on whether it is safe for a centre to open lies with the head of centre who is responsible for taking advice or following instructions from relevant local or national agencies
- Special consideration is an option if all other avenues have been exhausted and candidates meet the published criteria
- The relevant awarding body should be contacted if additional support or guidance in the event of disruption to examinations is required

- Invoking actions as detailed in DfE statutory guidance
- Communicating with parents/carers and students and keeping them informed regarding solutions to the disruption
- Posting information on the centre's website; updates on local radio etc.

- Sourcing alternative venues/facilities - Alternative venue/facilities are available at Castle Newnham School (reciprocal arrangement organised by HOC). Castle Newnham - 01234 303403
- Implementing alternative arrangements for the conducting of examinations and notifying the JCQ Centre Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site form online, using the Centre Admin Portal (CAP).
- Applying for transferred candidate arrangements
- Prioritising candidates whose progression will be severely delayed if they do not take their exams when planned
- Keeping question papers and exam materials secure
- Keeping scripts secure

Disruption in the distribution of examination papers

Criteria for implementation of the plan

Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions to mitigate the impact of the disruption

- Awarding organisations to provide centres with electronic access to examination papers via a secure external network. Centres would need to ensure that copies are received, made and stored under secure conditions and should have plans in place to facilitate such an action. Awarding organisations would provide guidance on the conduct of examinations in such circumstances
- As a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date

Delay in collection arrangements for completed examination scripts

Criteria for implementation of the plan

Delay in normal collection arrangements for completed examination scripts

Centre actions to mitigate the impact of the disruption

- Centres to ensure secure storage of completed examination scripts until as close to the collection time as possible
- Where examinations are part of the national 'yellow label' service or where awarding bodies arrange collections, centres should contact the relevant awarding bodies for advice and instructions
- For any examinations where centres make their own collection arrangements, they should investigate alternative options that comply with the JCQ document *Instructions for conducting examinations*

Assessment evidence is not available to be marked

Criteria for implementation of the plan

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked or completed examination scripts/assessment evidence does not reach awarding organisations

Centre actions to mitigate the impact of the disruption

- Seeking/following awarding body guidance/instructions
- Awarding bodies to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations. Where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series
- Candidates to retake affected assessment at subsequent assessment window if possible
- Applying for special consideration for candidates
- Keeping question papers and exam materials secure
- Keeping scripts secure

Centre unable to distribute results as normal or facilitate post results services (including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

Criteria for implementation of the plan

Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions to mitigate the impact of the disruption

- Seeking/following awarding body guidance/instructions
- Communicating with parents/carers and students and keeping them informed regarding solutions to the disruption
- Arrange to access results at an alternative site, in agreement with the relevant awarding organisation
- Arrange to email results out to students
- Posting information on the centre's website; updates on local radio etc.
- Make arrangements to coordinate access to post result services from an alternative site - alternative venue/facilities are available at Castle Newnham School (reciprocal arrangement organised by HOC). Castle Newnham - 01234 303403

Further guidance to inform procedures and implement contingency planning

GOV.UK

Emergency planning and response: Exam and assessment disruption
www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings
Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning
https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service

Protect UK

National Cyber Security Centre

Cyber Security for Schools https://www.ncsc.gov.uk/section/education-skills/cyber-security-schools

Cyber security training for school staff https://www.ncsc.gov.uk/information/cyber-security-training-schools