

# Stay Cyber Safe!

5 practical tips and reminders to help you plan and prepare to ensure the secure delivery of a successful exam series. Before every exam series it's important that your school has everything in place to protect confidential exam materials and data

## 5 tips to get exam ready and stay cyber safe!

### 1 Set the correct access for your team

Treat digital access like the keys to a safe. Only give staff the permissions they need for their role. Make sure they understand their responsibility to protect confidential exam materials and data at all times.

### 2 Know how multi-factor authentication (MFA) works

MFA adds an extra layer of protection when logging in. Use MFA every time you access systems online. Never approve a login request you did not start.

**Remember:** OxfordAQA will never ask for your password or MFA codes by phone or email.

### 3 Protect downloads and exam papers

Question papers are available to download 90 minutes before the exam. Keep every step secure: downloading, saving, printing, and collating. Store printed papers securely and never leave them unattended.

### 4 Check your accounts early

Log in to Centre Services ahead of the exams series to make sure everything works. Check your permissions and remove accounts for staff who have left or changed roles.

### 5 Watch out for phishing

Be careful with unexpected emails, messages or calls - especially if they ask for login details or personal information. Do not click suspicious links, open unknown attachments, or scan QR codes from untrusted sources.