



Food and Drink Policy (Exams)

Policy/Procedure creator: Mrs Karen Pollard

Policy/Procedure created: 28/09/2020

Centre Name	Hele's School
Centre Number	54435
Date policy first created (dd/mm/yyyy)	28/09/2020
Current policy reviewed by	Mrs Karen Pollard
Current policy approved by	Ms Emma Clapham
Date policy to be next reviewed (dd/mm/yyyy)	Not Applicable

Key staff involved in the policy

Role	Name
Exams officer	Mrs Karen Pollard
Senior leader(s)	Ms Emma Clapham - SLT to exams
Head of centre	Miss Justine Mason
Other staff members (if applicable)	Miss Kristina Revill

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Hele's School is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ publication **Instructions for conducting examinations**.

Purpose of the policy

This policy confirms that Hele's School reserves the right to exercise discretion whether to allow food and drink in the examination room, and confirms:

- the correct procedures are followed regarding food and drink in the examination room
- appropriate arrangements are in place for the management of food and drink in the examination room

1. Food and drink in the examination room

- Food and drink is allowed in the examination room at the discretion of the head of centre (ICE 18.2)
- Any food and drink brought into the examination room whether by the candidate or the centre must be free from packaging and all labels are removed from drink containers (ICE 18.2)

The following arrangements are applied at Hele's School:

- Food and drink is allowed in the examination room only where food is free from packaging and all labels are removed from drink containers

Additional centre-specific arrangements:

Candidates are responsible for bringing in their own drinks. Prior to the exam, candidates are reminded to remove any labels, and invigilators will do a physical walk around to ensure this has been done.

Candidates are discouraged from bringing any food into the examination room. Those that do, (for medical reasons) have an approved arrangement with the Exams Officer.

2. Roles and Responsibilities

The role of the exams office/officer

- Through briefings, ensure candidates are aware of the regulations, and centre-specific arrangements, relating to food and drink in the examination room
- Ensure invigilators are trained and aware of the regulations/centre-specific arrangements relating to food and drink in the examination room
- Escalate any issue or breach of centre-specific arrangements to the relevant senior leader for the application of internal sanction(s)
- Escalate any breach of JCQ regulations immediately to the head of centre (a breach of the regulations constitutes suspected or actual malpractice)

Additional responsibilities:

Invigilators will remove water containers which are not label free and not transparent.

The role of the invigilator

- Be vigilant in the examination room and remain aware of incidents or emerging situations, looking out for malpractice (ICE 20.2)
- Record what has happened and actions taken on the exam room incident log in relation to any breach of regulations/centre-specific arrangements regarding food and drink in the examination room

Additional responsibilities:

in exceptional circumstances allow the candidate to refill their water bottle during the exam.

The role of the head of centre

- Report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination (ICE 24.3)

Additional responsibilities:

not applicable