



Food and Drink Policy (Exams)

WEST BRIDGFORD SCHOOL

Food and Drink Policy (Exams)

Centre name	WEST BRIDGFORD SCHOOL
Centre number	28384
Date policy first created	14/05/2024
Current policy approved by	Tim Peacock
Current policy reviewed by	Mark Judge
Date of next review	30/09/2024

Key staff involved in the policy

Role	Name
Head of centre	Tim Peacock
Senior leader(s)	Mark Judge
Exams officer	Sarah Hamer
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that food and drink in the examination room at WEST BRIDGFORD 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 WEST BRIDGFORD 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)

To enable invigilators to check these items quickly and efficiently:

- food brought into the examination room by the candidate must be free of packaging and in a transparent container (ICE 18.2)
- drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles (ICE 18.2)

The following arrangements are applied at WEST BRIDGFORD SCHOOL:

Water is allowed in all exam rooms but must be in clear bottles. Food is not allowed unless specific arrangements have been made for individual students.

Additional centre-specific arrangements:

N/A

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:

N/A

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:

N/A

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:

N/A

Changes 2023/2024

No changes applicable.

Centre-specific changes