



# Food and Drink Policy (Exams)

Policy/Procedure creator: Not Applicable

Policy/Procedure created/reviewed: 08/12/2021

Centre Name	St Edward's Church of England Academy
Centre Number	12841
Date policy first created	<ul style="list-style-type: none"><li>• Policy first created 30/09/2020</li><li>• Policy reviewed 08/12/2021</li></ul>
Current policy reviewed by	Sally Bridge
Current policy approved by	Not Applicable
Date of next review	30/09/2022

## Key staff involved in the policy

Role	Name
Exams officer	Sally Bridge
Senior leader(s)	Not Applicable
Head of centre	Jodie Hassan
Other staff members (if applicable)	Catharine Wensley (Deputy Headteacher/SENCo), Annabel Day (Assistant Headteacher in charge of exams), Perry Lynch (Assistant Headteacher & Head of KS4), Munira Said (Assistant Headteacher & Head of KS5), Angelina Chapman (Assistant Headteacher), Ade Adewale (Assistant Headteacher & Head of Transition for KS5)

This policy is reviewed and updated annually to ensure that food and drink in the examination room at St Edward's Church of England Academy 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 St Edward's Church of England Academy 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

- St Edward's do not allow food into the exam room unless there is a medical need.  
Water is the only drink allowed into the room and this has to be in a clear plastic bottle.
- Water 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 St Edward's Church of England Academy:

- Food is not allowed in the exam room unless there is a medical need.  
Water is allowed in the examination room, all labels are removed from drink containers.

Additional centre-specific arrangements:

Not Applicable

## 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:

Not applicable

### 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:

Not applicable

### 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