



Food and Drink Policy (Exams)

Policy/Procedure creator: Janet Davis

Policy/Procedure created/reviewed: 18/09/2023

Centre Name	Leasowes High School
Centre Number	20534
Date policy first created	September 2023
Current policy reviewed by	Lucy Ridley
Current policy approved by	Christiana Papadopoulos
Date of next review	September 2024

Key staff involved in the policy

Role	Name
Exams officer	Janet Davis
Senior leader(s)	Lucy Ridley, Karl Haines, Jade Beetison, Jo Atherton, Natalie Wills, Helen Lowe, Claire McAleavey
Head of centre	Christiana Papadopoulos
Other staff members (if applicable)	Jas Kalairai

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Leasowes High 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 Leasowes High 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 Leasowes High 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:

- Only approved candidates who have medical conditions are allowed to bring in food and drink to an exam room.
- If a medical issue has arisen on the day of the exam this must be discussed with the exam officer and Head of centre prior to the exam and given their approval.
- Water is allowed to all candidates but only in clear unlabelled bottles.

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