



# Food and Drink Policy (Exams)

Centre Name	Tibshelf Community School
Centre Number	23262
Current policy approved by	Lucie Wainwright - HoC
Date of next review	01/01/2025

## Key staff involved in the policy

Role	Name
Exams officer	Deborah Frost
Senior leader(s)	Mat Sykes
Head of centre	Lucie Wainwright

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Tibshelf Community 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 Tibshelf Community 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
  - 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 Tibshelf Community School:**

- Food and drink is allowed in the examination room only where:
  - food has been approved by the head of centre or exams officer and is free from packaging and in a transparent container
  - All labels have been removed from drink containers and the containers are transparent
  - Only water is allowed in case of spillage and spoilage of scripts
  - Only food required for medical purposes is allowed, e.g., diabetic requirements and this must be pre-arranged with the exams officer.

## **2. Roles and Responsibilities**

### **The role of the exam's 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)

## **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

## **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)

## CHANGES 2023/2024

No changes from JCQ

## CENTRE-SPECIFIC CHANGES

Upon Review in October 2023, with reference to drinks, the exclusion of anything but water has been added to avoid the scenario of scripts sticking together or being spoiled by sugary drinks.