



# Aldercar High School

## Food and Drink in Exams Room Procedure

### 2019/20

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	September 20

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Clare Hatto</b>
Exams Officer	<b>Leigh Parry</b>
Exams Officer	<b>Carly Kyle</b>
Senco	<b>Kate Temple</b>

## **Food in the Exams Hall**

Students are only permitted to take food into an exam hall where it has been arranged with the exams officer or SENCO and the student has a medical requirement to need sustenance during an exam.

This must be agreed prior to the exam and the Invigilator will be informed of the arrangement.

## **Drinks in the Exam Hall**

Students are only permitted to have water within the exams hall where the container is of a clear plastic nature (any bottles should have labelling removed).

## **Enforcement of procedure**

It is the invigilators responsibility to enforce this procedure.

Announcements are made at the start of all exams and candidates should be given the opportunity to remove labelling on drinks bottles prior to the start.

Invigilators will remove bottles if they discover them after the start of an examination and report on the incident log.