



Food and Drink Procedure (Exams)

Aldercar High School

Food and Drink Procedure (Exams)

Centre name	Aldercar High School
Centre number	23236
Date policy first created	16/11/2023
Current policy approved by	Adam Blake
Current policy reviewed by	Emily Biggs
Date of review	11/12/2024
Date of next review	01/11/2025

Key staff involved in the policy

Role	Name
Head of centre	Clare Hatto
Senior leader(s)	Adam Blake Katy Hall Jo Powdrill Kate Temple Sarah Murray Trudy Williams
Exams officer	Emily Biggs
Other staff (if applicable)	

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

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 Aldercar High School:

All labels are removed from drink containers and drink bottles are transparent

Only water is an acceptable drink

No Food is permitted in an exam room

Additional centre-specific arrangements:

If a student has a medical condition and is required to have something other than water or needs to eat then this will be allowed but also highlighted as an access arrangement.

All food would need to be brought in in a clear bag or container.

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:

If an access arrangement permits a student to eat during an exam invigilator may allow rest break for student as to not disturb others.

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

Changes 2024/2025

(Deleted) Bullet point 2 (shown below) under the heading **Food and drink in the examination room** deleted as this was a duplication in ICE 2023-2024 which has been removed from ICE 2024-2025:

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)

Centre-specific changes

Upon review in September 2024, no centre-specific updates or changes were applicable to this document.