



Aldercar High School

Food and Drink in Exams Room Procedure

2020/21

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Leigh Parry	
Date of next review	September 2021

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

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.