



Food and Drink Policy (Exams)

Policy/Procedure creator: Sibford School

Policy/Procedure created/reviewed: 21/09/2022

Centre Name	Sibford School
Centre Number	62211
Date policy first created	06/10/2021
Current policy reviewed by	Sarah Swainson
Current policy approved by	Toby Spence
Date of next review	01/09/2023

Key staff involved in the policy

Role	Name
Exams officer	Sibford School
Senior leader(s)	Anna Jo Mathers
Head of centre	Toby Spence
Other staff members (if applicable)	Sophie Arber - Contingency Exams Officer

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

- Food and drink is allowed in the examination room only where:
 - food is free from packaging and in a transparent container
 - all labels are removed from drink containers and drink bottles are transparent

Additional centre-specific arrangements:

- Food is allowed in the examination room only where there is an established medical reason to do so.
- Cough/cold sweets will be allowed into the examination room in the event that a candidate is mildly unwell, providing that they are free from packaging and all labels are removed.

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:

- Invigilators are to remind candidates to remove packaging from any drink bottles or authorised food items prior to the start of the examination

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 2022/2023

(Added) The change as appears in 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.

CENTRE-SPECIFIC CHANGES

[1572]