



Food and Drink Policy (Exams)

Policy/Procedure creator: Mrs N. Hyde-Moxon

Policy/Procedure created/reviewed: 22/11/2022

Centre Name	Sutton Community Academy
Centre Number	28146
Date policy first created	01/11/2021
Current policy reviewed by	Mrs N. Hyde-Moxon
Current policy approved by	Mr R. Fegan
Date of next review	01/11/2023

Key staff involved in the policy

Role	Name
Exams officer	Mrs N. Hyde-Moxon
Senior leader(s)	Mr R. Fegan
Head of centre	Mr P. Butterell
Other staff members (if applicable)	(Senior) Invigilators

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Sutton Community Academy 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 Sutton Community Academy 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

- Bottles of water are permitted in the examination room
- Other drinks, such as juice or fizzy pop, are not permitted
- Food is not permitted in the examination room
- Any bottles of water brought into the examination room, either by the candidate or provided by the centre, must be free from packaging and all labels removed (ICE, section 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 Sutton Community Academy:

- Bottles of water are allowed in the examination room only where all labels are removed from drinks containers

Additional centre-specific arrangements:

For Art and Design timed examinations, food and drink is allowed in the examination room at the discretion of the head of centre. All packaging and labels must be removed.

2. Roles and Responsibilities

The role of the exams office/officer

- Through the student exam handbook, 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:

Not applicable

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]