



# **Food and Drink Policy (Exams)**

SUTTON COMMUNITY ACADEMY

## Food and Drink Policy (Exams)

Centre name	SUTTON COMMUNITY ACADEMY
Centre number	28146
Date policy first created	31/01/2025
Current policy approved by	Mr R. Fegan
Current policy reviewed by	Mrs A. Blues
Date of review	31/01/2025
Date of next review	31/01/2026

## Key staff involved in the policy

Role	Name
Head of centre	Mr L. Taylor
Senior leader(s)	Mr R. Fegan
Exams officer	Mrs A. Blues
Other staff (if applicable)	Senior Invigilator (s)

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**

- 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 SUTTON COMMUNITY ACADEMY:

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.

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 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:

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 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 January 2025, no centre-specific updates or changes were applicable to this document