



# Food and Drink Policy (Exams)

Policy/Procedure creator: Jane Moore

Policy/Procedure created/reviewed: 01/10/2021

Centre Name	Lutterworth High School
Centre Number	25269
Date policy first created	September 2021
Current policy reviewed by	Jane Moore - Exams Officer Natalie Tebbatt - SLT Link (Exams)
Current policy approved by	The Governing Body
Date policy to be next reviewed	September 2022

## Key staff involved in the policy

Role	Name
Exams officer	Jane Moore
Senior leader(s)	Natalie Tebbatt (SLT Link Exams), Amy Hunter, Richard Salter, Aaron Metha, Caroline Creed
Head of centre	Julian Kirby
Other staff members (if applicable)	Not Applicable

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

- Only water in a clear plastic bottle free from all labelling is allowed into the examination room.
- No food is allowed into the examination room.

The following arrangements are applied at Lutterworth High School:

- Not Applicable

Additional centre-specific arrangements:

• If a candidate has a medical condition which requires them to bring in other things (for example - diabetic) then this is agreed and supervised by the exams officer prior to any exam. Anything bought into the examination room for this reason must be free from packaging and in a clear plastic bag. The invigilator will be in charge of these and have them to hand should the candidate require.

## 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