



Food and Drink Policy (Exams)

Academic Year 2023 - 2024

Food and Drink Policy (Exams)

Centre Name	Lutterworth High School
Centre Number	25269
Date policy first created	12/09/2023
Current policy approved by	The Governing Body
Current policy reviewed by	Jane Moore - Exams Officer / Natalie Tebbatt - SLT Link Exams
Date of next review	September 2024

Key staff involved in the policy

Role	Name
Head of Centre	Mr Julian Kirby
Senior leader(s)	Caroline Creed, Amy Hunter (Deputy Head Teacher), Aaron Mehta, Richard Salter, Natalie Tebbatt - SLT (Exams)
Exams officer	Jane Moore
Other staff (if 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, unless for medical reasons and pre-agreed with the Exams Officer.
- 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 Lutterworth High 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:

Candidates are checked going into the exam room for any drink bottles, any labels are removed at the door before entering the exam room, alternatively if a candidate has an unsuitable bottle which doesn't abide by JCQ regulations, this is removed by the invigilator and water in a clear bottle is offered if required. If a candidate has a medical condition which requires them to bring in other things (for example - medication/energy sweets) then this is agreed and supervised by the Exams Officer prior to any exam. Any items brought into the examination room for this reason must be free of packaging and in a transparent container. An invigilator will be placed in charge of these and have them to hand should the candidate require them.

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)

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

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)

Changes 2023/2024

No changes applicable.