

FOOD AND DRINK POLICY

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
David Martin	
Date of next review	Autumn 2024

Food and Drink Policy (Exams)

Katherine Warrington School

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Centre Name	Katherine Warrington School
Centre Number	17502
Date policy first created	17/11/2023
Current policy approved by	David Martin
Current policy reviewed by	David Martin
Date of next review	30/09/2024

Key staff involved in the policy

Role	Name
Head of Centre	David Martin
Senior leader(s)	Gareth Livesy-Jones
Exams officer	Michelle Phillips

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

Candidates are permitted to bring bottled water, in a transparent bottle that is free from labels, into the examination room.

Additional centre-specific arrangements:

Students requiring specific food or drink to control certain medical conditions, for example diabetes, are permitted to bring these into the examination rooms, providing they are in a transparent container/bottle and are free from packaging.

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)