



Food and Drink Policy (Exams)

Sir Thomas Rich's School

Food and Drink Policy (Exams)

Centre name	Sir Thomas Rich's School
Centre number	57143
Date policy first created	21/11/2023
Current policy approved by	Senior Leadership Team (SLT), Governors' Curriculum and Evaluation Committee
Current policy reviewed by	Jo Tyler (Exams Officer)
Date of review	13/11/2024
Date of next review	13/11/2025

Key staff involved in the policy

Role	Name
Head of centre	Matthew Lynch
Senior leader(s)	Dave Dempsey (Deputy Headteacher, Deputy Head of Centre) Sonja Jones (Director of Finance and Operations, Line Manager for exams)
Exams officer	Jo Tyler
Other staff (if applicable)	Senior Leadership Team (SLT), Governors' Curriculum and Evaluation Committee

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Sir Thomas Rich's 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 Sir Thomas Rich's 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)

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 Sir Thomas Rich's School:

Water is allowed in the examination room only where:

all labels are removed from drink containers and drink bottles are transparent with no writing, logos...on them.

all drink containers must be kept on the floor next to the candidates' desks.

Food is allowed in the examination room only where:

permission has been granted prior to an exam. The food must be free from packaging and in a transparent container.

Additional centre-specific arrangements:

No food is permitted in an examination room during an examination, except in the case of medical need e.g. a diabetic student who may have sugary food such as some biscuits, chocolate... but this must still be in a transparent container and free from packaging.

A suitable drink in the case of a diabetic student, is permitted in a clear see-through container free from packaging and labels.

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:

Remind students when making the Invigilator announcement of the requirement for drink containers to be placed on the floor next to their desk.

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

Non-sugary drink changed to suitable drink in Section 1: Additional centre-specific arrangements. Section 2: Role of the Invigilator: a reminder to students about drink containers to be placed on the floor during the invigilator announcement added to the Additional responsibilities section.