

# Food and Drink Policy (Exams)

Policy/Procedure creator: Mrs Terri Rosa

Policy/Procedure created/reviewed: 27/03/2023

|                            |                             |
|----------------------------|-----------------------------|
| Centre Name                | St Gabriel's RC High School |
| Centre Number              | 32221                       |
| Date policy first created  | September 2022              |
| Current policy reviewed by | Mrs Terri Rosa              |
| Current policy approved by | Local Governing Board       |
| Date of next review        | September 2023              |

## Key staff involved in the policy

| Role                                | Name               |
|-------------------------------------|--------------------|
| Exams officer                       | Mrs Amanda Edwards |
| Senior leader(s)                    | Mrs Terri Rosa     |
| Head of centre                      | Miss Lisa Corrigan |
| 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 St Gabriel's RC 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 St Gabriel's RC 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 plain water in a clear bottle without any label is allowed in the examination room.  
For students known to have Type 1 Diabetes, their preferred form of sugar may also be brought in to the examination room in a clear container (e.g. fruit juice or sweets).
- 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 St Gabriel's RC High School:

- No food is allowed in the examination room. Only plain water in a clear bottle is permitted.  
For students known to have Type 1 Diabetes, their preferred form of sugar may also be brought in to the examination room in a clear container (e.g. fruit juice or sweets).

Additional centre-specific arrangements:

Not applicable.

## 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 2022/2023

(Added) The change as appears in 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.

## CENTRE-SPECIFIC CHANGES

[1572]