



Food and Drink Policy (Exams)

Policy/Procedure creator: Adele Thomas, Rowena Schofield

Policy/Procedure created/reviewed: 28/03/2022

Centre Name	Orchard Manor School
Centre Number	54312
Date policy first created	25/03/22
Current policy reviewed by	Nicola Jones
Current policy approved by	Nicola Jones
Date of next review	January 23

Key staff involved in the policy

Role	Name
Exams officer	Jacqui Plain
Senior leader(s)	Adele Thomas, Rowena Schofield
Head of centre	Nicola Jones
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 Orchard Manor 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 Orchard Manor 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)

The following arrangements are applied at Orchard Manor School:

- Food and drink is allowed in the examination room only where food is free from packaging and all labels are removed from drink containers

Additional centre-specific arrangements:

Orchard Manor School will provide bottles of water with no labels.

Boiled sweets in clear wrappers will be provided by Orchard Manor School.

No other food or drink will be allowed in the examination room.

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