

# Examination policies and procedures



## **Food and Drink Policy (Exams) 2024/25**

## Food and Drink Policy (Exams)

Centre name	Bankside School
Centre number	
Date procedures first created	30/09/2024
Current procedures approved by	Kate Jasper
Current procedures reviewed by	Kate Jasper & Chloe Boothman
Date of next review	30/09/2025

### Key staff involved in the procedures

Role	Name
Head of centre	Kate Jasper
Senior leader(s)	Kate Jasper: Headteacher Tracey Hodgkins: Assistant Headteacher
Exams Officer	Chloe Boothman
Other staff (if applicable)	

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

**Food is not permitted in the examination room unless approved under special circumstances by head of centre/SLT. No drinks other than water in a label-less transparent bottle is permitted unless otherwise granted by head of centre/SLT.**

## **2. Roles and responsibilities**

### **The role of the exams office/officer**

- 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)