

# **Food and Drink Policy (Exams) 2023-24**

Whickham School

## Food and Drink Policy (Exams) 2023-24

Centre Name	Whickham School
Centre Number	39145
Date policy first created	26/09/2023
Current policy approved by	P Wheatley
Current policy reviewed by	C Crabtree
Date of next review	01/09/2024

### Key staff involved in the policy

Role	Name
Head of Centre	F Turnbull
Senior leader(s)	P Wheatley, S Maher, S Tumelty, L Wood, D Crosland, M Phillipson
Exams officer	C Crabtree
Other staff (if applicable)	Invigilators

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Whickham 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 Whickham 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: drinks bottles must be transparent with no writing, pictures or labels on.

The following arrangements are applied at Whickham School:

Only water in transparent bottles, with no writing, pictures or labels on, is allowed in the examination room. Food is not allowed in the examination room unless prior consent from the exams officer has been sought.

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 2023/2024**

No changes applicable.

## **Centre-specific changes**