



# **Food and Drink Policy (Exams)**

William Ellis School

## Food and Drink Policy (Exams)

Centre name	William Ellis School
Centre number	10288
Date policy first created	08/02/2024
Current policy approved by	Flora Wilson
Current policy reviewed by	Rhevene Warde
Date of review	
Date of next review	01/04/2025

### Key staff involved in the policy

Role	Name
Head of centre	Izzy Jones
Senior leader(s)	Flora Wilson
Exams officer	Rhevene Warde
Other staff (if applicable)	Azad Khan

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

Food and drink is allowed in the exam room only where:

Food is free from packaging and in a transparent container

All labels are removed from drink containers and drink bottles are transparent

Additional centre-specific arrangements:

Food will be allowed where there is a medical need e.g. Diabetes. This arrangement will be agreed upon before the examination season. Food will need to be in a clear plastic bag and left with an invigilator at the beginning of the examination.

## **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:

### **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:

## **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:

## **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**