



Food and Drink Policy (Exams)

Thriftwood School & College

Food and Drink Policy (Exams)

Centre name	Thriftwood School & College
Centre number	16342
Date policy first created	12/02/2024
Current policy approved by	Simon Kyndt
Current policy reviewed by	Kirsty Mountain
Date of review	09/12/2024
Date of next review	01/12/2025

Key staff involved in the policy

Role	Name
Head of centre	Simon Kyndt
Senior leader(s)	Executive Headteacher - Georgina Pryke College Lead - Lisa Walker Exams Officer Line Manager - Gemma Ellis KS4 Phase Leader - Carolyn Mitchell KS5 Phase Leader - Rachael Collins
Exams officer	Kirsty Mountain
Other staff (if applicable)	English Lead: Entry Level Certificate - Carolyn Mitchell English Lead: Functional Skills & GCSE - Peter Roberts ICT Lead - Jodie Brace Mathematics Lead - Rachael Collins Options Lead - Jane O'Dell Sports Lead - James Eade

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

Water only is allowed into the examination room which must be free of packaging and in a transparent container.

Additional centre-specific arrangements:

A suitable bottle of water will be provided by the centre to any candidate who does not bring one.

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 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

Centre-specific changes for 2023/24 resulting from the annual review in January 2024:

Upon review, the only centre-specific update or change is the name of the exams officer.

Centre-specific changes for 2024/25 resulting from the annual review in December 2024:

Upon review, the only centre-specific updates or changes are the names of the English Lead & ICT Lead plus the removal of a B&E Lead.