



Food and Drink Policy (Exams) 2024/25

Heathfield Community College

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Centre name	Heathfield Community College
Centre number	56405
Date policy first created	05/11/2024
Current policy approved by	Tom Flower
Current policy reviewed by	Tom Flower
Date of review	01/11/2024
Date of next review	01/11/2025

Key staff involved in the policy

Role	Name
Head of centre	Caroline Barlow
Senior leader(s)	Tom Flower/ Paul Evason
Exams officer	Hannah Russell
Other staff (if applicable)	Maria Richards- Examas Assistant

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Heathfield Community 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 Heathfield Community 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 Heathfield Community College:

It is Centre policy that no food or drink is permitted in any examination room with the following exceptions:

- Candidates are permitted to bring in to an exam one bottle of water in a transparent, colourless, bottle without decoration and with all labels removed
- Where a candidate has an illness which requires oral medication, e.g. cough sweets, the candidate must inform the invigilation team who will facilitate the use of the medication as appropriate
- Where a candidate has access arrangements where extra time awarded will result in an examination lasting in excess of 4 hours and the candidate's access arrangements also include rest breaks, the candidate may be permitted to bring food (free from packaging and labels) in the examination room for consumption during a rest break
- Where a candidate has a timetable clash which will result in one or more examinations being sat in succession lasting in excess of 3 hours, the candidate may be permitted to bring food (free from packaging and labels) in the examination room for consumption in the supervised break

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 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

None identified at this time