

**Beech Lodge School**

**FOOD AND DRINK POLICY (EXAMS)**

**2023/2024**

This policy is reviewed annually to ensure compliance with current regulations.

<b>Approved/reviewed by</b>	James Thorpe
<b>Date of next review</b>	September 2024

**Key staff involved in the procedure**

<b>Role</b>	<b>Names</b>
<b>Proprietor</b>	<b>Daniela Shanly</b>
<b>Head of Centre</b>	<b>James Thorpe</b>
<b>SENCo / ALS Lead</b>	<b>Sara Doherty</b>
<b>SLT members</b>	<b>Daniela Shanly, Lucy Barnes, Dan Gillespie, James Thorpe, Jack Rider</b>
<b>Teaching staff</b>	<b>All staff</b>
<b>Access arrangement facilitator/Exams Officer</b>	<b>Sara Doherty/Shelley Hopper</b>

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## **Purpose of the policy**

This policy confirms that Beech Lodge 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:
  - 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 (ICE18.2)

The following arrangements are applied at Beech Lodge School:

- Food and drink is allowed in the examination 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
  - Food must not be crunchy or messy, so that it does not cause a distraction to other students when being eaten
  - Where students bring a drink that is not clear (e.g. milk), a visual examination of the drink/container will be undertaken prior to the student entering the exam room

## **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)

### **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)