

Food and Drink Policy (Exams)

The Hazeley Academy

Food and Drink Policy (Exams)

Centre Name	The Hazeley Academy
Centre Number	52336
Date policy first created	13/09/2023
Current policy approved by	Toni Whiteman
Current policy reviewed by	Chloe Bateman-Robbins
Date of next review	01/10/2024

Key staff involved in the policy

Role	Name
Head of Centre	Toni Whiteman
Senior leader(s)	Steve Livesey
Exams officer	Chloe Bateman-Robbins/Kerrie Barratt
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that food and drink in the examination room at The Hazeley Academy 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 The Hazeley Academy 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 (ICE 18.2)

The following arrangements are applied at The Hazeley Academy:

Y

Additional centre-specific arrangements:

Occasionally, at the Exams Managers discretion, students may bring mints into an exam providing they are in a clear plastic food bag with no labels

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:

N/A

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:

N/A

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:

N/A

Changes 2023/2024

No changes applicable.

Centre-specific changes

N/A