



Food and Drink Policy (Exams)

Cambian Wing College

Food and Drink Policy (Exams)

Centre name	Cambian Wing College
Centre number	55108
Date policy first created	03/11/2023
Current policy approved by	Cassandra Pollitt
Current policy reviewed by	Tracey Costello
Date of review	23/10/2024
Date of next review	30/11/2025

Key staff involved in the policy

Role	Name
Head of centre	Cassandra Pollitt
Senior leader(s)	Magdalena Lawrence
Exams officer	Tracey Costello
Other staff (if applicable)	

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

Food and drink are allowed in the examination room where:

The packaging has been checked by the invigilator or Examinations Officer to ensure that food has been placed in a transparent container or bag and labels have been removed from drinks containers and the container is transparent.

Additional centre-specific arrangements:

Candidates are allowed to bring in food or drink of their own choice provided that drinks containers and food have been checked by the Examinations Officer or invigilator prior to the examination and the containers comply with the ICE regulations.

Access to specific food and drink is often a sensory strategy or a coping mechanism for our candidate's additional needs and to refuse then access to their particular coping mechanism would cause undue distress in an already stressful situation (ICE 18.2(g))

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:

To discuss the candidate's particular requirements in relation to food/drink prior to the exam period to ensure that the rules are known to the candidates.

To ensure that all food/drink brought in by candidates is checked prior to the examination by either the Examinations officer or an invigilator for compliance with ICE 18.2(g) and this policy.

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:

To ensure that all food/drink brought in by candidates is checked prior to the examination by either an invigilator or the Examinations Officer for compliance with ICE 18.2(g) and this policy.

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

Upon review in October 2024, no centre-specific updates or changes were applicable to this document.)