



## Food and Drink Policy (Exams)

<b>Policy/Procedure created:</b> September 2022	<b>Centre Name:</b> Newbridge Learning Community
<b>Centre Number</b> 33767	<b>Current policy reviewed:</b> September 2025
<b>Current policy approved by:</b> Paul Appleton	<b>Date policy to be next reviewed:</b> September 2026

## **Key staff involved in the policy**

Exams officer: Leanne McQuade

Senior leader(s) Clare Byrne

Head of centre: Paul Appleton

Other staff members (if applicable) Ian Gilbertson / Paul Ainscough

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Newbridge Learning Community 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 Newbridge Learning Community 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)

The following arrangements are applied at Newbridge Learning Community:

Food and drink are allowed in the examination room only where food is free from packaging and all labels are removed from drink containers and food containers.

### **2. Roles and Responsibilities**

The role of the exams 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