

FOOD AND DRINK POLICY (EXAMS)

Approved by	David Butterworth	Date	January 2026
Next review due by			January 2027

Centre Name	Weston Secondary School
Centre Number	58659

Key Staff involved in the policy

Head of Centre	David Butterworth
Senior Leader(s)	Natalie Bungay Steve Smith Chris Collins Luke Wilson
Exams officer	Claire Harlow

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This policy is reviewed and updated annually to ensure that food and drink in the examination room at Weston Secondary School is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ publication **Instructions for conducting examinations**.

2. Purpose of the policy

This policy confirms that Weston Secondary 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

3. 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 18.4)
- 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 18.4)

The following arrangements are applied at Weston Secondary School:

- Food will only be allowed in the exam venues where there is a documented medical requirement. Water will be allowed for all students provided the container confirms with exam requirements

4. 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)

Signed:	
Date:	