Food and Drink Policy (Exams)

Shenley Brook End School

Food and Drink Policy (Exams)

Centre name	Shenley Brook End School
Centre number	52304
Date policy first created	13/09/2023
Current policy approved by	Jemma Malins
Current policy reviewed by	Gareth McCluskey
Date of review	08/10/2025
Date of next review	08/10/2026

Key staff involved in the policy

Role	**Name**
Head of centre	Gareth McCluskey
Senior leader(s)	Zara Peskett, Jackie Hearty, Sam Southwell, Andrew Nash, Claire Wright, Sam Arkinson, Amanda Green, Steve Livesey
Exams officer	Jemma Malins
Other staff (if applicable)	Libbu Booden

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Shenley Brook End 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**.

Purpose of the policy

This policy confirms that Shenley Brook End 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 18.4)

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 Shenley Brook End School:

Only water in a clear bottle (with label remove) is allowed in the exam venue.

For exceptional circumstances (e.g medical reasons) other sustenance will be allowed in line with JCQ regulations.

Additional centre-specific arrangements:

Only candidates with a medical need can bring food into the venue. This is handed to the EM or invigilator to keep on the Admin desk until the candidate requires it.

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:

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 using an incident log in relation to any breach of regulations/centre-specific arrangements regarding food and drink in the examination room (ICE 20.2)

Additional responsibilities:

Not applicable

The role of the head of centre

- Report to the awarding body immediately all cases of alleged, suspected or actual malpractice in connection with the examination (ICE 24.3)

Additional responsibilities:

Not applicable

Changes 2025/2026

(Updated) Reference to ICE 18.2 updated to 18.4

Centre-specific changes

Not applicable