



Inspire Education Trust

Together we achieve, individually we grow

Food and Drink Policy 2023-2024 Blue Coat CE Secondary School

Policy Date: September 2023

Review Date: September 2024

Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Blue Coat 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 Blue Coat 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

Food and Drink in the Examination Room

- Food and drink are 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 Blue Coat School:

- Food and drink are allowed in the examination room only where:
- Food is free from packaging and in a transparent container
- All labels are removed from drink containers and drink bottles are transparent

Additional centre-specific arrangements:

Mints and dried foods in a clear container are an example of what we allow at Blue coat

Roles and Responsibilities

The Role of the Exam's 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 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

Changes 2023/2024

No changes applicable.

Centre-specific changes

No centre specific changes have been added to this document.

Responsibility

The Inspire Education Trust Board of Directors have a responsibility for the oversight of this and all policies within the Trust's academies and may delegate the implementation and review of this policy in accordance with our Scheme of Delegation.

Reviewed by:

Kelly Jobson

September 2023

Next Review Date:

September 2024


Approved by Directors:

22 November 2023

Signed:



Lois Whitehouse
CEO



Mark Gore
Chair of Standards