



Inspire Education Trust

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Food and Drink Policy 2024-2025 Blue Coat CE Secondary School

Policy Date: September 2024

Review Date: September 2025

Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2		September 2024	Kelly Jobson	No changes made

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 18.4) (G)
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. (18.2)
- Drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles (ICE 18.4) (G)

Mints and dried fruits 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)

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)

Reviewed: Kelly Jobson September 2024
Next Review Date: September 2025
Approved by Directors: 23 September 2024

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards