



Food & Drink Policy (Exams)

Bristol Free School

Food & Drink Policy (Exams)

Centre Name	Bristol Free School
Centre Number	50524
Date policy first created	16/10/2023
Current policy approved by	James Fernandes
Current policy reviewed by	James Fernandes
Date of next review	31/10/2023

Key staff involved in the policy

Role	Name
Head of Centre	Susan King
Senior leader(s)	James Fernandes, Kath Conway, Dan East, Martin MacBlain, Sally Jenkins
Exams officer	Jennifer Ashton
Other staff (if applicable)	Katy Bainbridge

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Bristol Free 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 Bristol Free 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 18.2)
- 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 Bristol Free School:

Food is not permitted to be taken into the exam room by candidates unless for medical reasons, this will be agreed prior to any exams being sat. Any food must be free of packaging and in a transparent container.

Water can be taken into the exam room by candidates, all drink bottles must be transparent with all labels removed.

Additional centre-specific arrangements:

Food will only be allowed in the exam room if for medical reason and approved by head of centre. Only water in a clear plastic bottle is approved for all candidates.

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 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

Jennifer Ashton - Exams Officer