# Food and Drink Policy (Exams)

Cambian Devon School

# Food and Drink Policy (Exams)

| | |
|---|---|
| Centre name | Cambian Devon School |
| Centre number | 54381 |
| Date policy first created | 14/10/2024 |
| Current policy approved by | Samantha Carrington |
| Current policy reviewed by | Samantha Carrington |
| Date of review | 15/09/2026 |
| Date of next review | 14/09/2027 |

## Key staff involved in the policy

| **Role** | **Name** |
|---|---|
| Head of centre | Abbi Salisbury |
| Senior leader(s) | Claire Benjafield |
| Exams officer | Samantha Carrington |
| Other staff (if applicable) | |

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Cambian Devon 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 Cambian Devon 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 Cambian Devon School:

Food and drink is allowed in the exam room, as long as it is checked by the invigilator before it enters the room. Food and drink must enter the exam room before the start of the exam, and not asked for once the exam has started.

Additional centre-specific arrangements:

As other candidates may be present in the exam room, candidates need to be mindful of the noise their food and drink makes when opening and eating/drinkingas it may distract others.

## 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