



Policy/Procedure creator: Fiona Brown

Policy/Procedure created/reviewed: 16/11/2021

Centre Name	Cheltenham Bournside School
Centre Number	573069
Date policy first created	04/11/2020
Current policy reviewed by	Peter Beckett
Current policy approved by	Karen Hanley
Date of next review	01/11/2021

## Key staff involved in the policy

Role	Name
Exams officer	Fiona Brown
Senior leader(s)	Karen Hanley, Deputy Head & Quality Nominee; Peter Beckett, Exams Manager
Head of centre	Steve Jefferies
Other staff members (if applicable)	Hannah Ramsey, Exams Assistant

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Cheltenham Bournside 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 Cheltenham Bournside 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)

The following arrangements are applied at Cheltenham Bournside School:

- Food and drink is allowed in the examination room only where food is free from packaging and all labels are removed from drink containers

Additional centre-specific arrangements:

- All students may bring water into the exam room.
- If students require a different drink or items of food (for a medical need, for example) then this must be agreed with Senior school staff and the Exams staff prior to the exam.

## 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:

The details in this policy refer to GCSEs, A levels, AS levels and BTECs.