




CANSFIELD
ACHIEVING EXCELLENCE TOGETHER

Food and Drink Policy

<u>Approval Date</u>	23 rd September
<u>Policy Review Date</u>	September 2022
<u>Chair of Governors</u>	
<u>Headteacher</u>	

1. Key Staff Involved

Role	Name(s)
Head of Centre	Dr G Baker
Exams Manager	Miss L Archer
SLT member(s)	Mr C Lomas

2. Purpose of the Policy

This policy confirms that Cansfield High 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

3. Food and drink in the examination room

- Unless otherwise agreed by the Head of Centre teacher, food is prohibited from the exam room (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)

4. Roles and Responsibilities

4.1 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)

4.2 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

4.3 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)