ood and Drinks Policy

LEADERSHIP RESPONSIBILITY: M HAZEL

DATE: JANUARY 2025

REVIEW DATE: JANUARY 2026

INTERIM HEADTEACHER: Nick Butler

Signed:

ood and Drinks Policy

Candidate Identification Procedure

Centre name	Bridge Learning Campus
Centre number	50609
Date policy first created	24/11/2023
Current policy approved by	Marie Hazel
Current policy reviewed by	Marie Hazel
Date of review	28/01/2026
Date of next review	28/01/2027

Key staff involved in the policy

Role	**Name**
Head of Centre	Nick Butler
Senior leader	Marie Hazel
Exams officer	Kevin Hough/Helen Osborne
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Bridge Learning Campus is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ publication **Instructions for conducting examinations**.

ood and Drinks Policy

Purpose of the policy

This policy confirms that Bridge Learning Campus 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

The following arrangements are applied at Bridge Learning Campus:

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)

However, we allow food in the exam room for a medical need i.e. Diabetic.

We encourage the amount of food in the exam room is keep to a minimum, and must not be shared with any other students.

Additional centre-specific arrangements:

Not applicable.

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 2024/2025

(Deleted) Duplicate sentence removed under Food and drink in the examination room

- However, we allow food in the exam room for a medical need i.e. Diabetic.

Centre-specific changes

Head of Centre