Food and Drinks Policy (Exams)

Bridgnorth Endowed School

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Centre name	Bridgnorth Endowed School
Centre number	29025
Date policy first created	12/10/2023
Current policy approved by	Mr D Street
Current policy reviewed by	Mr D Street
Date of review	29/09/2026
Date of next review	12/10/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Mr M Penn
Senior leader(s)	Mr D Street Ms D Stanley Mr D Lewis Miss S Gresko Mrs S Underhill
Exams and Data Manager	Miss E Minifie
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Bridgnorth Endowed School is managed in accordance with current requirements and regulations and reflects centre practice.

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

Purpose of the policy

This policy confirms that Bridgnorth Endowed 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 Bridgnorth Endowed School:

• Drinks of water only are allowed in the examination room unless otherwise agreed by the Exams Officer/Head of Centre
• All drinks brought into the examination room, whether by the candidate or the invigilators, must be free from packaging and all labels removed
• If a student needs to bring in food, for example cough sweets, this is to be agreed beforehand with the Exams Officer/Head of Centre and they need to be in a clear container with all packaging removed

Additional centre-specific arrangements:

Not applicable

2. Roles and responsibilities

The role of the exams office

- 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 effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.

Centre-specific changes

Upon review in September 2026 there are no centre specific changes