

Policy/Procedure creator: Miss Kirsty Phillips

Policy/Procedure created/reviewed: 21/09/2023

Centre Name	Ormiston Sudbury Academy
Centre Number	19347
Date policy first created	30/09/2020
Current policy reviewed by	Mr Dominic Howkins
Current policy approved by	Mr Dominic Howkins
Date of next review	20/09/2024

## Key staff involved in the policy

Role	Name
Exams officer	Miss Kirsty Phillips
Senior leader(s)	Mr Dominic Howkins - Vice Principal, Mrs Emma Price - Vice Principal, Miss Lesley Turner - Assistant Principal, Mr Paul Stokes - Assistant Principal
Head of centre	Mrs Sally Morris
Other staff members (if applicable)	Not applicable

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Ormiston Sudbury Academy 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 Ormiston Sudbury Academy 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)
- 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)

The following arrangements are applied at Ormiston Sudbury Academy:

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

Additional centre-specific arrangements:

Still water and throat sweets are the only acceptable types of food and drink at Ormiston Sudbury Academy

## 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 2023/2024

No changes applicable.

## CENTRE-SPECIFIC CHANGES

[1572]