



FOOD AND DRINK POLICY

Fulbrook School

FOOD AND DRINK POLICY

Centre name	Fulbrook School
Centre number	52349
Date policy first created	24/09/2024
Current policy approved by	Jonathan Wall / Trine Flatekval
Current policy reviewed by	Jonathan Wall /Trine Flatekval
Date of review	01/09/2025
Date of next review	01/09/2026

Key staff involved in the policy

Role	Name
Head of centre	Samantha Clancy
Senior leader(s)	Jonathan Wall Hannah Nelson-Cole Darren Ward Luke Devine
Exams officer	Trine Flatekval
Other staff (if applicable)	Sarah - Jayne Collins (Attendance Officer)

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Fulbrook 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 Fulbrook 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 Fulbrook School:

- Food and Drink is allowed in the examination room only where it is free of packaging and in a transparent container all labels are removed from drink bottles

Additional centre-specific arrangements:

- Food is only allowed on medical grounds, need to be in transparent packaging
- Water is allowed if in clear bottles and label has been removed

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 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:

- Check all drink bottles prior to the start of the examination and remove any bottles that do not comply with the regulations
- Notify the Exams Officer of any bottles removed from candidates. Where possible, the Exams Officer will provide a bottle of water

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 2025/2026

(Updated) Reference to ICE 18.2 updated to 18.4

Centre-specific changes

Upon review in September 2025, no centre-specific changes were made in this document