Food and Drink Policy (Exams)

Centre name	The Roundhill Academy
Centre number	25327
Date policy reviewed	31 October 2026
Policy approved by	Natalie Teece
Policy reviewed by	Julia Rann
Date of next review	30 September 2027

Key staff involved in the policy

Role	Names
Head of Centre	Natalie Teece
SLT Member with responsibility for Exams	Julia Rann
Examinations Manager	Tania Taylor

This policy is reviewed and updated annually to ensure that food and drink in the examination room at The Roundhill 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.

To be read in conjunction with:

- Access Arrangements Policy
- Managing Behaviour Policy

Purpose of the policy

This policy confirms that The Roundhill 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

- Only water is allowed to be taken into the examination room.
  Any flavoured water must be clear.
  No food of any description will be allowed in the examination room (ICE 18.4)

- Any water brought into the examination room, whether by the candidate or the centre must be free from labels (ICE 18.4)

- 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 The Roundhill Academy:

- No food is allowed of any description.

- Water (clear flavoured water) is allowed in a clear container without any labels.

- The exception to this is for diabetic candidates who are permitted to bring suitable snacks in a clear plastic bag to be handed to the invigilator at the start of the examination. The snacks may be taken under supervision outside of the examination room if the candidate has a sugar low.

Additional centre-specific arrangements:

- Water bottles must be kept on the floor to avoid spillages and the risk of spoiling an exam paper.

2. Roles and responsibilities

The role of the exams office/manager

- 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)

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

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)