



Food and Drink Arrangements (Exams)

Calthorpe Park School

May 2025

No substantial changes made to previous version

Food and Drink Arrangements (Exams)

Centre name	Calthorpe Park School
Centre number	58333
Policy Date	May 2025
Current policy approved by	Emma Jones
Current policy reviewed by	Emma Jones
Date of next review	May 2026

This process is reviewed and updated annually to ensure compliance with current requirements and regulations.

Reference in the process to GR relates to relevant sections of the current JCQ publication General Regulations for Approved Centres.

Purpose of the policy

This policy confirms that Calthorpe Park 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

- Water is permitted in the examination room. Food is only permitted where required as part of a documented medical condition.
- 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 (ICE 18.2)
- 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 Calthorpe Park School:

Aside from water which is permitted universally, food that is required to be brought into the Examination Hall for a medical condition, should be discussed in advance with the Exams Team who will agree requirements and parameters with parents/guardians

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)

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)

Changes 2023/2024

No changes applicable.

Centre-specific changes

Upon review in May 2025 no further changes were required.

May 2025