Food and Drink Policy (Exams)

Queensbury Special School

Food and Drink Policy (Exams)

Centre name	Queensbury Special School
Centre number	20222
Date policy first created	23/10/2023
Current policy approved by	Mr C. Wilson
Current policy reviewed by	Sarah wolverson
Date of review	28/09/2026
Date of next review	01/10/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Mr C. Wilson
Senior leader(s)	Mr C. Wilson, Executive Head . Mrs Sherree Watkins, Head of School. Mrs Bushra Adnan, Head of Post 16, Mr Adam Kearns, Associate Head of School, Mr. Nisar Khan, DSL & Pastoral Manager,Ms M Brown, Teaching & Learning Lead, Mr M Ali, Director of Learning, Mrs L Weston, Director of Learning, Ms H Dyer, Director of Learning, Ms S Ballinger, Director of Learning, Inclusion, Mrs J Seager, Director of Learning, SenDCo
Exams Manager	Sarah Wolverson
Other staff (if applicable)	

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

Food is not allowed in an examination room unless required for medical purposes and medical evidence is held from a specialist. Transparent drinks bottles are available though school to ensure ICE 18.4 is met

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 no centre-specific updates or changes were applicable to this document.