



HamiltonSchool

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Food & Drink Policy (Exams)

Hamilton School

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Centre name	Hamilton School
Centre number	51334
Date policy first created	16/01/2024
Current policy approved by	Sarah Concannon, Headteacher
Current policy reviewed by	Hannah Wilson
Date of review	01/10/2024
Date of next review	01/10/2025

Key staff involved in the policy

Role	Name
Head of centre	Sarah Concannon
Senior leader(s)	Sarah Concannon, Headteacher Crispian Woolford, Assistant Headteacher
Exams officer	Hannah Wilson
Other staff (if applicable)	

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

- Candidates are not permitted to bring food or drink in to the examination room.

All labels and packaging will be removed from the transparent water bottles prior to placement on candidate's desks, as per ICE 18.2.g: "drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles".

The following arrangements are applied at Hamilton School:

Not applicable

Additional centre-specific arrangements:

Not applicable

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:

Remove all labels from water bottles and distribute on candidate's tables prior to candidates entering the exam 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)

Additional responsibilities:

Arrange procurement of water bottles for exam use.

Changes 2024/2025

(Deleted) Bullet point 2 (shown below) under the heading **Food and drink in the examination room** deleted as this was a duplication in ICE 2023-2024 which has been removed from ICE 2024-2025:

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)

Centre-specific changes

Upon review in September 2024, there were no centre specific changes to this policy.