



PEGASUS ACADEMY

Food and Drink Policy (Exams) 2022/23

Issue number:	001
Approved by:	Clare Benson
Date:	October 2022
Review date:	September 2023

This procedure is reviewed annually to ensure compliance with current regulations

Key staff involved in the procedure

Role	Name(s)
Head of centre	Andrew Landers
Exams officer	Clare Benson
Senior leader(s)	Andrew Landers, Mark Townley, Sarah Lawson, Karen Potter, Sonya Griffiths, Kim Buttery, Maxine Young

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

Purpose of the policy

This policy confirms that Pegasus 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 and appropriate arrangements are in place for the management of food and drink in the examination room

Food and drink in the examination room

The following arrangements are applied at Pegasus Academy:

- Candidates are only permitted water in the examination room.
- Candidates are not permitted to bring any food in to the examination room. Where students have certain medical conditions, such as diabetes, which may warrant permission for food in the exam room, this will be discussed with the SENCO and reasonable adjustments put in place. If food is allowed in the exam room in these circumstances, it must be in transparent container with all labels removed.
- 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
- drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles (ICE18.2)

Roles and Responsibilities

The role of the Exams Officer

- Ensure candidates are aware of the regulations, and centre-specific arrangements, relating to food and drink in the examination room by publishing an Exam Handbook.
- 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)