



Food and Drink Policy (Exams)

Centre name	Newlands Girls' School
Centre number	51523
Date policy first created	13/12/2023
Current policy approved by	Deputy Head - Curriculum
Current policy reviewed by	Deputy Head - Curriculum
Date of review	24/11/2025
Date of next review	01/12/2026

Key staff involved in the policy

Role	Name
Head of centre	Miss Jo Capon
Senior leader(s)	Mr Andrew Morbey
Exams officer	Mrs Amanda De Alwis
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Newlands Girls' 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 Newlands Girls' 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 Newlands Girls' School:

Food and drink is allowed if the candidate/student has an actual medical need e.g. diabetes, low blood sugar.

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 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)

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)

Changes 2025/2026

(Updated) Reference to ICE 18.2 updated to 18.4

Centre-specific changes

Upon review in December 2025, no centre-specific updates or changes were applicable to this document.