

Food and Drink Policy

Yardleys School

Food and Drink Policy

Centre name	Yardleys School
Centre number	20291
Date policy first created	05/03/2026
Current policy approved by	David Pohl
Current policy reviewed by	Donna Bentham
Date of review	05/03/2026
Date of next review	06/03/2027

Key staff involved in the policy

Role	Name
Head of centre	Gurpreet Basra
Senior leader(s)	Gurpreet Basra David Pohl Victor Webb Laura Yates Jennifer Guirini Edmund Lawrence Beth Austin Gemma Webb
Exams officer	Donna Bentham
Other staff (if applicable)	Emma Robinson

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

a drink may be used in the venue as long as it is in a clear bottle with no labels.

Food may only be consumed in the venue if there is a medical reason for it. The food must be presented in a clear container, free of wrapping, to the invigilator who will keep it secure until required. When required it will be provided by the invigilator who will remain with the candidate until consumed. The tub will then be removed back in to the secure care of the invigilator.

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 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 2025/2026

(Updated) Reference to ICE 18.2 updated to 18.4

Centre-specific changes

Upon review of the policy in March 2026, it is deemed that no updates or modifications are required for this policy.