Food and Drink Policy (Exams)

2026 - 27

Tadcaster Grammar School

Food and Drink Policy (Exams) 2024 - 25

Centre Name	Tadcaster Grammar School
Centre Number	48335
Date policy created	06/11/26
Current policy approved by	TBC
Current policy reviewed by	Jenny Utley
Date of next review	11/27

Key staff involved in the policy

Role	**Name**
Head of Centre	Jon Paul Craig
Senior leader(s)	R Vernon D Bentley A Sykes R Knapton C Higginson M Hall M Dunphy P Betts
Exams Manager	Exams Manager – Jenny Utley
Other staff (if applicable)	Exams Assistant – Candice Chan

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Tadcaster Grammar 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 Tadcaster Grammar 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 18.2)
- 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 (ICE 18.2)

The following arrangements are applied at Tadcaster Grammar School:

Food is only allowed into the examination room if it is agreed as part of an approved access arrangement.

Additional centre-specific arrangements:

Drinks - Only water is allowed unless it is agreed as part of an approved access arrangement

2. Roles and Responsibilities

The role of the exams manager/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:

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:

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:

Changes 2026-27

No changes applicable.

Centre-specific changes