



Food and Drink in Exams Policy

Ludlow Church of England School

This policy confirms that Ludlow Church of England School reserves the right to exercise discretion whether to allow food and drink in the examination room. Food and drink are allowed in the examination room at the discretion of the Head of Centre (ICE 18.2). While water is encouraged, food is actively discouraged, unless for medical reasons, or by prior arrangement.

Through briefings we will, ensure candidates are aware of the regulations, and centre-specific arrangements, relating to food and drink in the examination room. The Exams Officer must ensure invigilators are trained and aware of the regulations/centre-specific arrangements relating to food and drink in the examination room.

Any food and drink brought into the examination room, whether by the candidate or the centre must be free from packaging, and all labels must be 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).

Invigilators will be trained to be vigilant in the examination room and remain aware of incidents or emerging situations, looking out for malpractice (ICE 20.2). Invigilators must 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. Any breach of JCQ regulations must be immediately shared with the Exams Officer and Head of Centre (a breach of the regulations constitutes suspected or actual malpractice) and reported to awarding body (ICE 24.3)

This process is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	
Mr M Burton Miss J Gittins	
Date of next review	8/11/2025

