



Food and Drink Policy (Exams)

Manor High School

Food and Drink Policy (Exams)

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| Centre name | Manor High School |
| Centre number | 25283 |
| Date policy first created | 29/10/2025 |
| Current policy approved by | The Governing Body |
| Current policy reviewed by | Saleha Pathan - Exams Officer |
| Date of review | 03/11/2025 |
| Date of next review | 02/11/2026 |

Key staff involved in the policy

| Role | Name |
|-----------------------------|--|
| Head of centre | Simon Greiff |
| Senior leader(s) | Helen Newbery (Deputy Head) James Croucher (Assistant Head) Andrew Cross (Assistant Head) Dilip Karavadra (Assistant Head) Fiona Ager (Assistant Head/SENDCO) Shaun Tweed (School Business Manager) |
| Exams officer | Saleha Pathan |
| Other staff (if applicable) | Not Applicable |

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

Food and drink is allowed in the examination room only when authorised by the Exams Officer.

Additional centre-specific arrangements:

Water is the only drink allowed in the exam rooms in a clear bottle.

No chewing gum is allowed

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

Not Applicable.