



# Food and Drink Policy (Exams)

## Document Control

Version	Author	Summary of Changes	Approved By	Date Published	Date of Review
Rev 1	CT	Created for Vega College	GG	September 2025	September 2026
Rev 2	CV	Reformatted, changed names	RGR	April 2026	April 2027

## Contents

1. Food and Drink Policy (Exams).....	3
2. Key staff involved in the policy.....	3
3. Purpose of the policy.....	4
4. Food and drink in the examination room.....	4
5. Roles and responsibilities.....	4

## 1. Food and Drink Policy (Exams)

Centre name	Vega College
Centre number	11000502
Date policy first created	01/09/2025
Current policy approved by	Gill Galloway/Ed Chapman
Current policy reviewed by	Clare Taylor
Date of review	01/09/2026
Date of next review	01/04/2027

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Vega College is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ publication **Instructions for conducting examinations**.

## 2. Key staff involved in the policy

<b>Role</b>	<b>Name</b>
Head of centre	Gill Galloway
Senior leader(s)	Ed Champman
Exams officer	Clare Taylor
Other staff (if applicable)	Samual Race, Lisa Lewkowicz

### 3. Purpose of the policy

This policy confirms that Vega College 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

### 4. 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)

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 Vega College:

- Rest breaks will be monitored by the invigilator

Additional centre-specific arrangements: None

### 5. Roles and responsibilities

#### The role of the exam's 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 on the exam room incident log in relation to any breach of regulations/centre-specific arrangements regarding food and drink in the examination room

#### 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)