



ASPIRATIONS

Food and drink Policy - Exams

Magna Academy

Approved by:	Ms Natasha Ullah (Principal)	Date: September 2020
Last reviewed on:	September 2020	
Next review due by:	September 2021	

Purpose of the policy

This policy confirms that Magna Academy 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)

At Magna Academy food is only allowed in an exam room if a candidate has a medical condition requiring them to have access to a snack i.e. diabetic candidates.

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)

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)

The role of the invigilator

- Check and ensure any bottles have labels removed and only contain water and food packaging removed if food is allowed.
- *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 medical officer

- Advise the EO of any diabetic students or student with a medical condition who may need to have something to eat during an exam.

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)*