



Policy/Procedure creator: Sam Nash

Policy/Procedure created/reviewed: 31/01/2022

Centre Name	Ark Alexandra Academy
Centre Number	56685
Date policy first created	28/09/2021
Current policy reviewed by	Sam Nash
Current policy approved by	Chris Connor
Date of next review	01 February 2023

Key staff involved in the policy

Role	Name
Exams officer	Sam Nash
Senior leader(s)	Chris Connor, Juliet Horton
Head of centre	Liam Collins
Other staff members (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Ark Alexandra Academy 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 Ark Alexandra 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

- Only water is allowed in the examination room. It must be in a clear bottle with all labels removed.
No food is allowed in the examination rooms.
- Water bottles will be checked for labels when entering the examination room.

The following arrangements are applied at Ark Alexandra Academy:

- Not Applicable

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 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:

Not applicable

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:

Not applicable