



ASPIRE • SUCCEED • LEAD

**BRADFORD GIRLS'  
GRAMMAR SCHOOL**

Co-educational up to 11, Girls only 11-16

# Food and Drink Policy (Exams)

Policy/Procedure creator: Lynette Hanse

Policy/Procedure created/reviewed: 23/03/2023

Centre Name	Bradford Girls' Grammar School
Centre Number	37134
Date policy first created	10/01/2023
Current policy reviewed by	TBC
Current policy approved by	TBC
Date of next review	10/01/2024

## Key staff involved in the policy

Role	Name
Exams officer	Lynette Hanse
Senior leader(s)	Rachael Howarth
Head of centre	Clare Martin
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 Bradford Girls' Grammar 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 Bradford Girls' Grammar 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

- Only drink will be permitted in the examination room at the discretion of the head of centre
- Drinks brought into the examination room by the candidate must be free from all packaging and all labels removed (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 Bradford Girls' Grammar School:

- Food and drink is allowed in the examination room only where:
  - food is free from packaging and in a transparent container
  - all labels are removed from drink containers and drink bottles are transparent

Additional centre-specific arrangements:

- Water will be allowed in the examination room in a drinks container with all labels removed.
- No food items will be permitted in the exam room.

## 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:

N/A

### 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:

N/A

**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:

N/A

## CHANGES 2022/2023

(Added) The change as appears in 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.

## CENTRE-SPECIFIC CHANGES

[1572]