



# Food and Drink Policy (Exams) 2025 to 2026

Thomas Hall School

## Food and Drink Policy (Exams) 2025 to 2026

Centre name	Thomas Hall School
Centre number	54214
Date policy first created	27/11/2023
Current policy approved by	Phil Arnold
Current policy reviewed by	Michelle Spiess
Date of next review	01/09/2026

## Key staff involved in the policy

Role	Name
Head of centre	Phil Arnold
Senior leader(s)	Phil Arnold, Helen Towler-Williams, Joe Medland, Charlotte Webster
Exams officer	Michelle Spiess
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Thomas Hall 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 Thomas Hall 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 18.2)
- 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) 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 (ICE 18.2)
- 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 Thomas Hall School:

Any food or drink needs to have labels removed and be in see through packaging.

Additional centre-specific arrangements:

Food and drink will be allowed mainly for medical need only.

## **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.

### **Changes 2025/2026**

No changes applicable.

### **Centre-specific changes**

Not applicable.



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