

Food and Drink Policy

Holland Park School

Food and Drink Policy

Centre name	Holland Park School
Centre number	10132
Date policy first created	02/10/2024
Current policy approved by	TBC
Current policy reviewed by	Olivia Hill
Date of review	02/10/2025
Date of next review	10/09/2026

Key staff involved in the policy

Role	Name
Head of centre	Dame Sally Coates
Senior leader(s)	Olivia Hill - Exams Officer Faye Mulholland- Deputy Head of Centre
Exams officer	Olivia Hill
Other staff (if applicable)	Sahar Heydariyan - Deputy Exams Officer

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Holland Park 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 Holland Park 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

- Water is permitted in the examination room and food, only with permission from 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 18.4)

The following arrangements are applied at Holland Park School:

Candidates are permitted to bring in water only in clear plastic bottles. Food is only permitted with the permission of the head of centre in advance of examinations.

Candidates are responsible for providing their own water and bottle; the centre will not provide this for students.

Additional centre-specific arrangements:

Where food is permitted by the Head of Centre, it must be in a clear container with no wrapping and cause no noise or disruption to candidates close by. Food that does not meet this criteria will not be permitted into the room, even if the Head of Centre's consent has been given.

Where food is required for a medical issue and it is not able to meet the criteria above, it may be handed to an invigilator before the exam and consumed in the presence of an invigilator outside of 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:

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 using an incident log in relation to any breach of regulations/centre-specific arrangements regarding food and drink in the examination room (ICE 20.2)

Additional responsibilities:

The role of the head of centre

- Report to the awarding body immediately all cases of alleged, suspected or actual malpractice in connection with the examination (ICE 24.3)

Additional responsibilities:

Changes 2025/2026

(Updated) Reference to ICE 18.2 updated to 18.4

Centre-specific changes