Loreto Grammar School

Food and Drink Policy (Examinations)

2026/2027

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs Stokes	
Date of next review	October 2027

Key staff involved in the policy

Role	Name(s)
Head of centre	**Mrs Beever**
Senior leader(s)	**Mrs Stokes, Mrs Walker**
Exam officer	**Mrs Caulkin**

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Loreto Grammar School is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ document **Instructions for conducting examinations**.

Purpose of the policy

This policy confirms that Loreto 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

- Food and drink is allowed in the examination room at the discretion of the head of centre (ICE 18.4)
- 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 Loreto Grammar School: only water in a transparent container may be brought into the exam room, unless a candidate has a medical need that requires food and drink to be consumed. This will be detailed in the candidate's examination access arrangement.

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

- 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 (ICE 20.2)

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)