



JAMES MARKS ACADEMY

FOOD & DRINK (EXAMS) POLICY 2025-26

This policy is reviewed and updated annually to ensure that food and drink in the examination room at James Mark 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*.

Approved/Agreed by			
Head of Centre Scott Martin	SLT Responsible Mark Reynolds	Exams Officer Alison Patel	SENDCo Ashley Purser
Date of next review		October 2026	

Purpose of the policy

To confirm that James Mark 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

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, with all labels removed and in a transparent container.

Drink bottles must be transparent with all labels removed, which would include transparent, reusable plastic bottles (ICE 18.4). Drink bottles must only contain water.

Roles and responsibilities

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 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)

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)