

Policy/Procedure creator: Cathy Graham

Policy/Procedure created: 05/10/2020

Centre Name	Scarborough Sixth Form Centre
Centre Number	48163
Date policy first created (dd/mm/yyyy)	01/10/2020
Current policy reviewed by	Cathy Graham
Current policy approved by	Dave Robinson
Date policy to be next reviewed (dd/mm/yyyy)	01/10/2021

Key staff involved in the policy

Role	Name
Exams officer	Cathy Graham
Senior leader(s)	Rowan Johnson (VP) Dave Robinson (AP) Alice Thornton (AP) Tania Exley-Moore (AP)
Head of centre	Phil Rumsey
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 Scarborough Sixth Form Centre 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 Scarborough Sixth Form Centre 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 is not allowed in the exam room, except cough sweets which must be free of wrapping.
- Clear water bottles are allowed into the exam room
- 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)

The following arrangements are applied at Scarborough Sixth Form Centre:

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

Additional centre-specific arrangements:

N/A

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