

Food and Drink

2024-2025



Pride
Passion
Partnership
Professionalism
Positivity

Centre name	The Bridge Easton
Centre number	926/7008
Date policy first created	20.02.2025
Current policy approved by	Natalie Does
Current policy reviewed by	This is the first creation of procedures due to being a new school.
Date of review	N/A
Date of next review	20.02.2026

Key staff involved in the policy

Role	Name
Head of Centre	Natalie Does
Senior Leader(s)	Claire Greengrass & Lucy Leaford
Exams Officer	Wendy Raynor/Jo Evans
Other staff (if applicable) N/A	

This policy is reviewed and updated annually to ensure that food and drink in the examination room at The Bridge Easton 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 The Bridge Easton 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 are allowed in the examination room at the discretion of 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 18.2)

The following arrangements are applied at The Bridge Easton School:

Water in clear plastic bottles without any labels will be allowed in the exam room and will be provided for students by the centre.

Additional centre-specific arrangements: Not applicable.

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 2024/2025

This is the first creation of this policy for The Bridge Easton School. The policy has been created using JCQ's guidance and therefore, no changes to this policy is required this academic year.

Centre-specific changes

As above.