



Food and Drink Policy 2025 2026

Crispin

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Centre name	Crispin
Centre number	63435
Date policy first created	18/11/2025
Current policy approved by	Lee Cornwall
Current policy reviewed by	Julia Wilson
Date of review	18/11/2025
Date of next review	18/11/2026

Key staff involved in the policy

Role	Name
Head of centre	Lee Cornwall
Senior leader(s)	Luke Bullock Ellen Maude Sarah Horne Samantha Harvey Oliver Horner Rob Sutherland Simon Boddy
Exams officer	Julia Wilson
Other staff (if applicable)	Nichola Popham (Exams Assistant) and invigilators

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

No food is allowed in the exam room unless for medical purposes. Only water is allowed.

Additional centre-specific arrangements:

Only food can be brought into the examination room where it has been agreed by SLT, SENco and the Exams Officer for medical purposes only.

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 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:

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

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

Upon review no specific changes were made.