



WESTON FAVELL
ACADEMY

Food & Drink Policy (Exams)

Weston Favell Academy

Food & Drink Policy (Exams)

Centre name	Weston Favell Academy
Centre number	27248
Date policy first created	03/03/2026
Current policy approved by	Tim Marston
Current policy reviewed by	Lynne Freeland
Date of review	
Date of next review	03/03/2027

Key staff involved in the policy

Role	Name
Head of centre	Tim Marston
Senior leader(s)	Stuart Last - Senior Assistant Principal- Progress
Exams officer	Lynne Freeland
Other staff (if applicable)	Anne Marie Ceely - Exams Assistant

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

Purpose of the policy

This policy confirms that Weston Favell 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

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 Weston Favell Academy:

As a school we do not allow food to be eaten in lessons and therefore we do not allow any food in our exams venues. The only exception to this is for our diabetic students who are permitted drinks and snacks to maintain their glucose levels.

Clear fluids in clear (transparent) bottles are allowed in exams and these are checked by the staff present outside the exam rooms during the welcome checks and by the Invigilators inside the exam rooms.

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 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:

N/A

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:

N/A

Changes 2025/2026

(Updated) Reference to ICE 18.2 updated to 18.4

Centre-specific changes

New policy this academic year.