

Appendix 14: Food and Drink

This appendix confirms that Watford Grammar School for Girls 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.

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). 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)

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 Watford Grammar School for Girls:

- Food is not permitted in the exam venue, unless for medical reasons.
- Drinks must be clear, plain water.

2. Roles and Responsibilities

The role of the exams 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 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:

- Invigilators will record incidents as necessary.
- Invigilators will remove labels from water bottles where necessary.
- Invigilators will put unsuitable water bottles and unauthorised food items at the front of the exam venue for collection at the end of the exam.
- If a candidate requires water, invigilators have access to a water cup which will be given to the candidate.

It is the responsibility of the candidate to inform the school of any medical needs, in advance of the exam season, which may mean that food will be taken into the exam venue e.g. diabetes.