



## **Food and Drink Policy (Exams)**

Bradford AP Academy

## Food and Drink Policy (Exams)

Centre name	Bradford AP Academy
Centre number	37237
Date policy first created	08/01/2024
Current policy approved by	Local Advisory Board
Current policy reviewed by	Claire Tattersall
Date of review	25/03/2025
Date of next review	24/11/2026

## Key staff involved in the policy

Role	Name
Head of centre	Deborah Hudson
Senior leader(s)	Richard Bottomley
Exams officer	Claire Tattersall
Other staff (if applicable)	Suzy Zito

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

Water is provided by the Centre in containers which meet the approved criteria under ICE 18.2 and therefore no student should be required to bring in a drink. However, should they wish to do so, then the above will be applied. The Centre does not allow fizzy drinks to be consumed on site at any time.

Additional centre-specific arrangements:

Breakfast/Lunch is available to students prior to the examination sessions to mitigate the need for students to be eating during an examination period. If a student requires additional snack, this will be provided by the Centre.

## **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:

Information relating to food and drink is clearly detailed in the candidates handbook and candidates are reminded of the arrangements prior to entering the examination room.

### **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:

To remind candidates of the rules regarding food and drink prior to entering 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:

To ensure that the Exams Officer is aware of any malpractice in connection with the examination if not on site.

## **Changes 2025/2026**

(Updated) Reference to ICE 18.2 updated to 18.4

## **Centre-specific changes**

Upon review in November 2025, no centre specific updates or changes were applicable to this document.