



Food and Drink Policy

Review Period Annually **Last Review Date** September 2025 **Next Review Date** September 2026

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1. Policy Information

Centre name	Sutton House Academy
Centre number	16611
Date policy first created	05/01/2024
Current policy approved by	SLT
Current policy reviewed by	Jonathan Lee
Date of review	September 2025
Date of next review	September 2026

2. Key Staff involved

Role	Staff Name
Head of centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt (Teaching & Learning Lead)
Exams Officer	Jonathan Lee

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Sutton House Academy is managed in accordance with current requirements and regulations.

References in this policy to ICE refer to the JCQ document Instructions for Conducting Examinations.

3. Purpose of the Policy

This policy confirms that Sutton House Academy reserves the right to exercise discretion regarding whether food and drink may be allowed in the examination room and confirms that:

- correct procedures are followed regarding food and drink in examinations
- appropriate arrangements are in place to manage food and drink in examination rooms

4. Food and Drink in the Examinations 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 items quickly and efficiently:

- food brought into the examination room must be free from packaging and placed in a transparent container
- drink bottles must be transparent with all labels removed, including reusable bottles (ICE 18.4)

At Sutton House Academy, food and/or drink will only be permitted in the examination room where there is an identified medical or social/emotional need.

5. Roles and Responsibilities

5.1 Roles of the Exam Officer

- ensure candidates are informed of JCQ regulations and centre-specific arrangements regarding food and drink
- ensure invigilators are trained and aware of expectations
- escalate breaches of centre arrangements to senior leaders
- escalate breaches of JCQ regulations immediately to the Head of Centre

5.2 Role of Invigilators

- remain vigilant for any breaches or malpractice related to food and drink (ICE 20.2)
- record incidents and actions taken using the examination room incident log

5.3 Role of the Head of Centre

- report any suspected or actual malpractice to the awarding body immediately (ICE 24.3)

6. Changes for 2025/2026

No further changes applicable.