



Food and Drink Policy

Wreake Valley Academy

Food and Drink Policy

Centre name	Wreake Valley Academy
Centre number	25172
Date policy first created	20/06/2024
Current policy approved by	Ben Rackley
Current policy reviewed by	Carl Atherton
Date of review	05/12/2025
Date of next review	04/12/2026

Key staff involved in the policy

Role	Name
Head of centre	Ben Rackley
Senior leader(s)	Carl Atherton
Exams officer	Karen Stirk
Other staff (if applicable)	

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

- Only water or clear flavoured water is allowed to be taken into the examination room.

Food is not permitted in the examination room unless the candidate has a diagnosed medical condition which Wreake Valley Academy has been informed of in advance of the examination. Any food taken into the examination room must be free of packaging and in a transparent container (ICE 18.4).

The following arrangements are applied at Wreake Valley Academy:

Only water or clear flavoured water is allowed to be taken into the examination room.

Food is not permitted in the examination room unless the candidate has a diagnosed medical condition which Wreake Valley Academy has been informed of in advance of the examination. Any food taken into the examination room must be free of packaging and in a transparent container (ICE 18.4).

Additional centre-specific arrangements:

Water bottle must be kept on the floor to avoid spillages and the risk of spoiling an exam paper.

Any food and drink which does not conform to this policy, will be immediately removed by the invigilation team.

2. Roles and responsibilities

The role of the exams office/officer

- Through assemblies, tutorials and the student handbook and checklist, 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:

Any unauthorised items must be removed immediately from the candidates by the Examinations Team.

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:

Not applicable

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:

Not applicable

Changes 2025/2026

(Updated) Reference to ICE 18.2 updated to 18.4

Centre-specific changes

Upon review in October 2025 changes made to theallowence of food in examination rooms for those candidates with diagnosed medical conditions.