



**Ormiston
RIVERS
Academy**

Food and Drink Policy

2025/26

This procedure is reviewed annually to ensure compliance with current regulations

Centre Name: Ormiston Rivers Academy
Centre Number: 16305
Date Policy First Created: 01 April 2025
Date Policy Updated: 24 February 2026
Current Policy Approved By: Ms Dijana Piralic
Current Policy Reviewed By: Mr J Priddle
Date of Next Review: 01 October 2026

Purpose of the Policy

This policy confirms that Ormiston Rivers Academy reserves the right to exercise discretion regarding food and drink in the examination room and ensures:

- Correct procedures are followed regarding food and drink in examinations
- Appropriate arrangements are in place to manage food and drink within examination rooms
- Examination integrity and compliance with JCQ regulations are maintained

Food and Drink in the Examination Room

Food will only be permitted in the examination room where this has been agreed by the Head of Centre as part of an approved adjustment relating to a medical need.

To enable invigilators to check items quickly and efficiently, any food brought into the examination room must:

- Be free from all packaging
- Be stored in a transparent container
- Be approved in advance where required

Medical needs relating to food or alternative drinks will be managed sensitively and confidentially.

Drinks in the Examination Room

Water may be brought into the examination room subject to the following conditions:

- Drink bottles must be colourless, transparent and have all labels removed, including labels from reusable bottles (ICE 18.2)
- Bottles must contain colourless water only unless an approved medical adjustment is in place
- Bottles must be placed on the floor next to the candidate's desk
- Candidates are responsible for ensuring bottles comply with centre regulations before entering the examination room

The following items are not permitted unless approved as part of a medical adjustment:

- Fizzy drinks
- Energy drinks
- Hot drinks
- Cans
- Opaque bottles or containers
- Food or drink packaging

Evidence of medical need for alternative drinks must be provided in advance of the examination and approved by the Head of Centre. Invigilators reserve the right to inspect any approved drinks containers.

Roles and Responsibilities

The Role of the Exams Officer

- Ensure candidates are aware of the regulations and centre-specific arrangements relating to food and drink in examination rooms
- Ensure invigilators are trained and aware of centre procedures
- Escalate any issue or breach of centre arrangements to the relevant senior leader
- Report any suspected or actual malpractice relating to JCQ regulations to the awarding body in accordance with ICE regulations

The Role of the Invigilator

- Remain vigilant and monitor compliance with food and drink regulations during examinations
- Report and record any incidents or suspected breaches on the exam room incident log
- Escalate concerns regarding malpractice or non-compliance to the Exams Officer immediately