

Food & Drink in Exam Rooms Procedure

2020/21

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Exams Officer	
Date of next review	01 Sep 2021

Role	Name(s)
Head of centre	Jim Grant
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart
Senco	Gill Thomas

Food in the Exams Halls

Students are only permitted to take food into an exam hall where it has been agreed with the exams team and the student has a medical requirement to need sustenance during an exam.

This must be agreed prior to the exam and the lead invigilator will be informed of the arrangement.

Drink in the Exams Halls

Students are only permitted to have drinks within the exams hall where the container is of a clear plastic nature (any bottles should have no labelling), and should only be placed under the candidate's desk.

Enforcement of Procedure

It is the invigilator's responsibility to enforce this procedure.

Announcements are made at the start of all exams and candidates should be given the opportunity to remove labelling on drinks bottles prior to the start.

Invigilators will remove labels from bottles if they discover them after the start of an examination.