Food and Drink Policy (Exams)

Horizons Elevate

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Centre name	Horizons Elevate
Centre number	51324
Date policy first created	13/10/2025
Current policy approved by	SLT
Current policy reviewed by	SLT
Date of review	09/10/2026
Date of next review	09/10/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Claire Willmott
Senior leader(s)	Claire Willmott - Executive Head Charlotte Baggley - Head Ashley Sparks - Deputy
Exams Officer	Elodie Fuller
Other staff (if applicable)	Invigilators

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Horizons Elevate is managed in accordance with current requirements and regulations and reflects centre practice.

References in this policy to ICE refer to the JCQ publication **Instructions for conducting examinations**.

Purpose of the policy

This policy confirms that Horizons Elevate 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 Horizons Elevate:

The centre provides clear bottles of water with all lables removed. Food is not permitted in exams

Additional centre-specific arrangements:

Not applicable.

2. Roles and responsibilities

The role of the exams office

- 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:

Not applicable

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 effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.

Centre-specific changes

New exams officer in post - Elodie Fuller

Centre name change - Horizons Elevate