



The BRIT School

Food and Drink Policy (Exams)

2025-2026

KEY STAFF INVOLVED IN CONTINGENCY PLAN

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Louise Cooper Katie Findlater
Exams Officer	Charlotte Byrne

Purpose of the procedure

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

This policy confirms that The BRIT School reserves the right to exercise discretion whether to allow food and drink in the examination room, and confirms that appropriate arrangements are in place for the management of food and drink in the examination room, and that the correct procedures are followed.

Food and drink in the exam room

At the BRIT School, food is only allowed in an exam room if it has been agreed with the Exams team, and the student has a medical requirement. To enable invigilators to check these items quickly and efficiently, food brought into the exam room by the candidate must be free of packaging and in a transparent container. This should be agreed before the exam season, and invigilators will be made aware.

Drinks in the exam room will be clear and have no labels, and should only be placed under the candidate's desk. Bottles which are not see-through are not permitted (ICE 18.4).

Roles and responsibilities

The role of the exams office/officer

- 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).

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 on the exam room incident log in relation to any breach of regulations/centre-specific arrangements regarding food and drink in the examination room.

The role of the head of centre

- Report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination (ICE 24.3).