



<b>OWNED BY</b>	<b>STUDENT JOURNEY MANAGER/EXAMS OFFICER</b>
<b>Policy</b>	<b>Exams Food &amp; Drink in Halls Policy</b>
<b>DATE OF LAST REVIEW</b>	<b>SEPTEMBER 2023</b>
<b>PLANNED NEXT REVIEW</b>	<b>AUGUST 2025</b>
<b>APPROVAL</b>	<b>SLT</b>

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Matt Reynolds</b>
Exams Team	<b>Neil Owen, Wendy Cowgill, Jane Hart, Kezziah pike</b>
Senco	<b>Gill Thomas</b>

### **Food in the Exams Halls**

Students and Invigilators 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 and Invigilators 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, drinks flask which are not see through are not permitted.

### **Enforcement of Procedure**

It is the invigilators responsibility to enforce this procedure within exam rooms.

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

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

## **Data Protection**

When managing a student's personal data information, it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

## **Equality**

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.