**Guidelines for Permitting Food and Drinks in Examination Venues**

Ensuring that students with medical needs, such as diabetes, can manage their condition effectively during examinations is crucial for maintaining their health and ensuring they can perform to the best of their abilities. Here are comprehensive guidelines to govern the allowance of food and drinks in examination venues for such students.

**1. Eligibility and Permission**

**1.1 Granting Permission:**

* Students who require food and/or drinks during examinations due to a medical condition must apply for permission through the institution's Disability Services.
* The application must be supported by medical documentation that clearly outlines the necessity for access to food or beverages during an exam.

**1.2 Documentation and Approval:**

* Approved accommodations will be documented in the student’s Learning Needs Assessment specifying what items are permitted and under what conditions.
* A copy of the Learning Needs Assessment should be available to the examination invigilators and the Examinations Office.

**2. Types of Permissible Items**

**2.1 Food and Beverage Specifications:**

* Only odourless and quiet-to-access foods are permitted to minimize distractions to other examinees. Examples include soft fruits, bars, and sandwiches that do not contain strong-smelling ingredients like onions or fish.
* Beverages should be in containers that minimise noise when opening or handling, such as screw-top bottles or containers with sports caps.

**2.2 Packaging:**

* Students are required to repackage food items from noisy wrappers (e.g., plastic bags or foil) into quiet, non-distracting containers like silicone bags or bento boxes prior to entering the exam hall.

**2.3 Restricted Items:**

* Foods that create noise when consumed, such as crisps and crackers, are not allowed. The HEI reserves the right to refuse entry of any items deemed too disruptive.

**3. Logistics and Setup**

**3.1 Prior Notification:**

* Students must notify the Examinations Office at least two weeks in advance of the examination about their intention to bring food or drinks into the exam venue as per their Learning Needs Assessment.
* This allows the office to make necessary arrangements and inform invigilators accordingly.

**3.2 Handling and Storage:**

* Examination venues will have designated areas where students can store their food and drink items if they do not need to access them continuously.
* Students may be asked to show the items to a member of staff before entering the exam venue to ensure compliance with the guidelines.

**4. During the Examination**

**4.1 Access to Food/Drinks:**

* Students should access their food and drinks discreetly and with minimal disruption. They should also be located in a way that they can access them without disturbing others.
* Examination invigilators will be informed of the students who have permission to bring food and drinks and will monitor to ensure guidelines are followed.

**5. Monitoring and Feedback**

**5.1 Feedback Mechanism:**

* Students are encouraged to provide feedback after their examinations regarding how their needs were met and any issues they encountered with accessing their food or drinks.
* This feedback will help to refine the guidelines and arrangements for future examinations.

**6. Policy Review and Updates**

**6.1 Annual Review:**

* The guidelines for food and drinks in examinations should be reviewed annually by Disability Services in conjunction with the Examinations Office.
* Reviews should consider student feedback, advancements in packaging technology, and any changes in medical advice regarding the management of conditions during exams.

By adhering to these guidelines, institutions can ensure that students with specific dietary and medical needs are accommodated during examinations without disrupting the exam environment for others. This approach not only supports the health and academic performance of these students but also upholds the integrity and fairness of the examination process.