

Guidance for Students Awarded Rest Breaks

This guidance relates to examinations held in-person, and those examinations invigilated remotely via ProctorExam and Zoom.

When agreed by the Examination Access and Mitigation Committee, some students are permitted to take rest breaks during the examination.

During the Easter term 2022, students with Exam Access Arrangements sitting examinations held in-person will either sit in College or in a central location provided by the University. Alternatively, some students may be sitting examinations remotely, held via ProctorExam or Zoom.

Rest break procedure for students sitting examinations held in-person:

- You have been granted rest breaks of an amount per hour during the exam. This means you are allowed to 'stop the clock' to take a rest break.
- You will be given a rest break report at the start of the exam, and this will be placed on the desk in front of you. You must indicate to the invigilator when you wish to take a rest break or when returning from a rest break. The invigilator will use this to calculate your remaining time and end time after each rest break. The invigilator will complete the pink report sheet and return it to you, with a revised finish time, as soon as possible.
- You must turn over your answer script and question paper to ensure it is face down for the duration of your rest break.
- You will be informed of 30 minutes remaining before the latest new examination finish time. If you take a rest break after so being informed, the 5-minute warning time will be adjusted accordingly. No rest period will be permitted after the 5-minute warning has been given.
- The rest breaks calculation will be based upon the exam duration excluding any specific reading time.
- A single rest period can be taken at any time during the examination and can be of any length (subject to 5 minutes minimum) as long as the total rest time taken during the examination does not exceed your allowed maximum.

- You do not have to take any or all of your rest time.
- You must maintain full exam conditions i.e. not converse with other students during your rest break.
- You may remain at your desk for a rest break, but you cannot engage with any of the exam materials, nor must you disturb any other candidate. You **MUST** remain in the company of a supervisor or attendant if you choose to leave the room during your rest break. In either case, you cannot continue writing or reading whilst taking a rest break or talk to any person other than the examination staff. You will not be allowed to leave the building during rest breaks.
- You are not permitted use of the bathroom during a rest break, unless your rest break is for this reason.
- The rest break report sheet must be left on your desk at the end of the exam and NOT handed in with your exam script.
- There may be a number of other students in your examination venue with different finish times and rest break allowances. Therefore, when taking rest breaks, please leave the room quietly and quickly and again at the end of your exam to minimise the disturbance to other candidates.

Rest break procedure for students sitting examinations invigilated remotely via ProctorExam and Zoom:

- You have been granted rest breaks of an amount per hour during the exam. This means you are allowed to 'stop the clock' to take a rest break.
- The invigilator will be aware of your adjustments. If you are approved to receive a rest break, you must indicate to the Invigilator via the chat function when you wish to take a rest break and when returning from a rest break. The invigilator will calculate your remaining time and end time after each break and will notify you of this via the chat function.
- You must remain on camera during a rest break. You are not permitted use of the bathroom during a rest break unless your rest break is for this reason.

- You must turn over your answer script and question paper to ensure it is face down for the duration of your rest break.
- You will be informed of 30 minutes remaining before the latest new examination finish time. If you take a rest break after so being informed, the 5-minute warning time will be adjusted accordingly. No rest period will be permitted after the 5-minute warning has been given.
- The rest breaks calculation will be based upon the exam duration excluding any specific reading time.
- A single rest period can be taken at any time during the examination and can be of any length (subject to 5 minutes minimum) as long as the total rest time taken during the examination does not exceed your allowed maximum.
- You do not have to take any or all of your rest time.
- You must maintain full exam conditions i.e. not converse with other students during your rest break.