



Exams Access Arrangements Rest Break Protocol



Newstead Wood School recognises that for some students with Special Education Needs & Disabilities (SEND) along with some medical needs, a rest break may be the most appropriate access

arrangement.

You are eligible to have rest breaks within classes and exams.

This means:

- You are allowed to 'stop the clock' to take a rest break.
- **You cannot write, read or engage with the exam paper during rest breaks – the exam paper will be removed during this period.**
- For **classroom assessments**, you may request to do them in a different venue – speak with the SENCO first.
- You can take rest periods at any time (except during any exam reading time), and for a set length of time.
- You are not obliged to take any or all of the rest breaks agreed. It is entirely up to you.
- In public exams, markers are not made aware of any rest breaks made available to students but it is kept on record within the invigilator reports by the Exams Team.

Procedure during exams:

- Rest breaks should be considered as 'stop the clock' time.
- You should tell the invigilator when you need to have a rest break, by raising your hand. They will know in advance you are entitled to a rest break.
- The invigilator will note the start of your rest break and your break will then be timed.
- During breaks you will not be permitted to access either your question paper or answer script. Your exam papers should be turned over/ taken away from you. This will be monitored by the invigilators.
- Rest breaks can be taken when required. You will be told the total amount of rest break time you have for each exam. Avoid requesting a break in the last 10 minutes of the paper.
- If you do not need to use any of the rest break time, you may continue to work through.
- You may stay in the exam room or leave the room if supervised by a member of staff. This can include going to the toilet, taking a drink or snack if recommended or moving around to relieve physical discomfort.
- You must inform the invigilator when you are ready to return to your paper. The time taken will be added to your exam end time.
- If you are in a smaller venue, please be considerate of other students who may be continuing to work while you are taking a rest break. If you need to take a movement break, let the invigilator know and try your best to not to distract others.



**Exams Access Arrangements
Rest Breaks Protocol**



I have read and understand this Rest Breaks Protocol.

Agreed amount of rest breaks:10 minutes.....

Student's name:

Student's signature:

Parent's name:

Parent's signature:

Date:

Please return this slip to Miss J Ricketts, SENCo