

Reviewed 7<sup>th</sup> Octobre 2024

## SUPERVISED REST-BREAKS AND TOILET BREAKS POLICY – FOR EXAMINATION PURPOSES

### Supervised Rest-breaks:

Candidates who have been identified with specific needs and officially granted “supervised rest-breaks” through the Access Arrangements process, are allowed to take short breaks during an exam under the supervision of an invigilator.

- **Eligibility:**

Candidates with learning difficulties, medical conditions (ADHD, Diabetes, etc), or high anxiety may be eligible for supervised rest breaks, as per the recommendations of an external professional and as per their normal way of working in the centre.

- **Access Arrangements:**

To access supervised rest-breaks, a candidate will have their needs documented through an "Access Arrangements" process, which is managed by the school's Examinations Officer (Acting SENCo).

- **Supervision:**

During a rest-break, a candidate will be supervised by an invigilator and will not be allowed to speak to anyone or have any access to their exam material or electronic device or revision notes.

- **Not extra time:**

Rest-breaks do not count as additional exam time. Normal exam duration is applied and the clock is stopped and restarted in the case of rest-breaks, to allow normal full exam duration.

- **Reasonable duration:**

Rest-breaks are 5 minutes in duration to prevent exam thinking time, and occur once every hour. Any exception in length and frequency will be discussed on an individual basis.

### Toilet Breaks:

Toilet breaks are not authorised during an exam, unless the candidate has been identified with a medical condition and officially granted *supervised rest-breaks*. In case of an emergency, a toilet break may be authorised only after the first hour into the exam and at the invigilator's discretion. The invigilator will reserve the right to ask the candidate to show them their pockets. All non-authorised toilet breaks will also be recorded on the exam room incident log and reported to the exam board. Toilets will also be checked before and after each exam to ensure no unauthorised material has been hidden/stored/accessed.

S. McNaught - Head of Centre

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Next review: October 2025