

Student Services Centre Central Exam Adjustment Factsheet (CEA)

Rest Breaks

- You have been granted rest breaks of an amount per hour of exam.
- 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 CEA outcome email will show rest breaks as a number of minutes per hour, for example 10 minutes of rest breaks per hour of exam.
- The rest breaks calculation will be based upon the exam duration **excluding** any specific reading time.
- If you are allowed to take both rest breaks and have extra time, the rest breaks are calculated based upon the original exam duration. Rest break calculations do not include extra writing time minutage.
- You can take rest periods at any time except during any exam reading time, and for any length of time, during the exam up to the total rest time agreed. The breaks do not need to be divided equally by hour of exam, you may take the whole amount in one go if you prefer.
- You are not obliged to take any or all of the rest breaks agreed. It is entirely up to you.
- 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.

Room Allocation

- You will be allocated to a different room to the main exam. This room will be staffed by specialist invigilators.
- Your exam room may have a number of other students in it all with different finish times and rest breaks. When taking your rest breaks please leave the room quietly and quickly and again at the end of your exam so as to minimise the disturbance of other candidates.

During the Exam

- You will be given a pink rest break report at the start of the exam and this will be placed on the desk in front of you. The invigilator will use this to calculate your remaining time and end time after each rest break.
- You must indicate to the invigilator when you wish to take a rest break. The invigilator will note the start time of each rest period and the time it finishes.
- You must turn over your answer book and question paper to face down for the duration of your rest break.
- During the rest break you may leave the room to use the bathroom or to take a short break. All rest breaks will be fully supervised by an invigilator.
- You must maintain full exam conditions i.e. not converse with other students during your rest breaks.
- You will not be allowed to leave the building during rest breaks.
- You can remain at your desk for rest breaks if you prefer but you cannot engage with any of the exam materials, nor must you disturb any other candidate.
- You must indicate to the invigilator when you have finished your rest break. The invigilator will complete the pink report sheet and return it to you, with a revised finish time, as soon as possible.
- The pink report sheet must be handed in with your answer booklet(s) at the end of the exam.

An example of a rest break report

Candidate Rest Break Report

Candidate Number:	
Exam:	
Date:	
AM or PM	
Duration Hours and Mins:	
Reading Time (included in duration above):	
Extra writing time (ET) mins per hour:	
Latest Finish Time with ET	
Rest breaks (RB) mins per hour:	
Total RB allowed in minutes:	
Latest Finish Time ET + RB:	

Rest Break Record

****Rest breaks may not be taken during reading time and candidates should not leave the room for the first 30 mins of an exam****

Rest Break Start	Rest Break Finish	Rest Break Duration	Rest Time Total = Remaining Time=	Revised Finish Time

Actual Finish Time:

Invigilator's Name and Signature _____