



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 have been granted the right 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.**
- Rest breaks may be approved in addition to extra time and other reasonable adjustments for exams.
- 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.
- 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.
- 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 you should do this at the back of the room to avoid distracting others.



**Exams Access Arrangements
Rest Breaks Protocol**



I have read and understand this Rest Breaks Protocol.

Agreed amount of rest breaks:

Student's name:

Student's signature:

Parent's name:

Parent's signature:

Date:

Please return this slip to Miss S Eells, SENCo