

## Rest Breaks

- You are allowed to 'stop the clock' to take a rest break. **You cannot write or read during your rest breaks.**
- On ISSAs and in the IEA outcome email rest breaks will be shown as a number of minutes per hour, for example 10 minutes of rest breaks per hour of examination.
- The rest breaks will be based on the exam duration **excluding** any specific reading time. For example; if you have a 3 hour exam with 15 minutes reading time you will be given 30 minutes of rest breaks. If you have a 1.5 hour exam with no reading time you will be given 15 minutes of rest breaks.
- If you are allowed to take both rest breaks and extra time the rest breaks are calculated on the original duration, you are not given rest-breaks for the extra time.
- You can take rest periods at any time, and for any length of time, during the examination not exceeding the total rest time agreed. You do not need to take 10 minutes each hour for example, you can take the whole 30 minutes in one go if you prefer or take 30 one minute rest breaks.
- You are not obliged to take any or all of the rest breaks agreed.
- Markers are not made aware of any rest breaks made available to students but it is kept on record (as part of the invigilator reports) by the exams office who can make this information available to sub-boards on request.

### 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. As such you are expected to take your rest breaks quietly leave the room quietly and quickly 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 slip at the start of the exam. The invigilator will use this to calculate your remaining time and end time after each rest break.
- You must hand this slip to the invigilator at the start of each rest break.
- 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, supervised, break.
- You will not normally be allowed to leave the building during rest-breaks.
- You can remain at your desk for rest breaks if you prefer
- You must tell the invigilator when you have finished your rest break. The invigilator will complete the pink slip and return it to you, with a revised finish time, as soon as possible.
- The pink slip must be handed in with your answer booklet(s) at the end of the exam.

### Candidate and Sitting Details

Candidate Number:	12345
Exam:	AB100
Date:	11 <sup>th</sup> May 2015
AM or PM	AM
Duration:	3 Hours 15 Minutes
Addn. writing time:	15 minutes per hour
Rest breaks:	10 minutes per hour
Total rest allowed:	30 minutes
Finish time (including writing time, <b><i>excluding rest time</i></b> ):	14.00

### Rest Break Record

Rest Break Start	Rest Break Finish	Rest Break Duration	Rest Time Remaining	Revised Finish Time
10.15	10.20	5 minutes	25 minutes	14.05
11.07	11.18	8 minutes	17 minutes	14.13
13.09	13.13	4 minutes	13 minutes	14.17
13.43pm	13.54	11 minutes	2 minutes	14.28

**Actual Finish Time:** 14.17

### Invigilator's Name and Signature

An Invigilator