

Guidelines for Candidates who are eligible for Access Arrangements during GCSE, GCE, Entry Level and Functional Skills Assessments

This information sheet is for students who are allowed access arrangements in General and Vocational Qualifications. Here are some guidelines which will help you to use your access arrangement.

- **Rest breaks**, for poor concentration or extreme stress

There are two ways to take rest breaks.

- Stay in the room where you are taking the exam (this might be the main hall or in a separate room). You will not be able to look at the exam paper during the break
- Go for a short walk with a member of staff. You will **not** be able to talk about the exam during your break

You should be able to ask when you feel that you need to take a break, though if there are other students needing breaks you might have to wait for a member of staff to be available to help you.

A member of staff will tell you how your break will be taken, how many breaks you can have and how long you can take for each break. Remember that if you have another exam on the same day you need to allow enough time to take a proper break between the two exams and still fit in both exams before the end of the day.

All the time taken for your rest breaks will be added to the end of the exam. For example if you have two breaks, one taking 5 minutes and the other 7 minutes, 12 minutes will be added to the end time. You will not be allowed any more time, but you will not lose time either.

Please remember that the teachers at your school or college must make sure that you are not given an unfair advantage over other students by being allowed an access arrangement. The rules are strict, and if you or a member of staff are found to be breaking the rules you may lose marks in your assessments.

If you have any questions about access arrangements, you should discuss them with the member of staff who gave you this sheet.