

Rest breaks

Access arrangements and reasonable adjustments (AARA)

This information is for students, parents/carers, teachers and assessment supervisors. It applies to students undertaking summative assessment in Applied, Applied (Essential), General and General (Extension), including Alternative Sequences and General (Senior External Examination (SEE)) subjects, and Short Courses.

All students participating in timed assessment may take moments during an assessment to refocus their thoughts, to stretch their limbs while seated in the assessment venue, or use the bathroom. Rest breaks are designed to meet the needs of students with a disability, impairment and/or other condition or circumstance who need to stop work during timed assessment sessions for at least five minutes, to employ strategies to address the functional impact/s of their condition or circumstance.

QCAA approval is required for rest breaks for timed, summative internal and/or external assessment and the SEE. The rules and procedures that apply to the use of rest breaks are set out below. Students approved for rest breaks are automatically approved for small-group supervision.

How to use rest breaks

Rest breaks allow a student to stop work during a timed assessment session without losing working time. The standard time for rest breaks is five minutes per half hour of assessment time. Schools may request longer periods of time if required to address the functional impact/s of the student's condition.

Rest breaks lasting less than five minutes are **not** permitted. Students may take either one long break or multiple short breaks that are a minimum of five minutes each.

The supervisor will maintain and display the student's finish time on a whiteboard or similar.

During rest breaks, students may **not** interact with any of the test materials. They may:

- rest in their seat
- stand and stretch
- rest outside the assessment room, accompanied by a supervisor
- use relaxing and coping strategies they have learnt previously
- exit the room to use toilet facilities.

The student's finish time is extended by the total amount of time taken as rest breaks.

Student responsibilities

When taking rest breaks, students must:

- indicate to the supervisor the beginning and end of each rest break (5 minutes minimum)
- turn all assessment materials face down at the beginning of each rest break so that they are not accessible in any way.

More information

- QCAA policies and processes

- QCE and QCIA policy and procedures handbook, Section 6
www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/6-aara
- AARA factsheets, all available at www.qcaa.qld.edu.au/senior/assessment/aara
- phone 1300 381 575 or email aara@qcaa.qld.edu.au.



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