



# Stop the clock/rest breaks

If you have been awarded stop the clock/rest breaks following an access arrangement application, the following information provides the guidance you need during your Professional and Advanced Level exams.

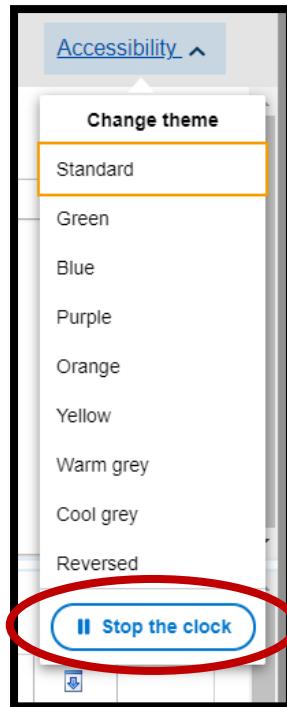
The stop the clock/rest breaks function means that you are permitted to take a break whenever you wish during an exam, as long as your total amount of break time does not exceed the time initially set. Stop the clock/rest breaks is not additional time to complete your examination.

## Example of the stop the clock icon.

To access the stop the clock function you will need to click on the accessibility drop down menu in the top right side of the screen, as highlighted below:

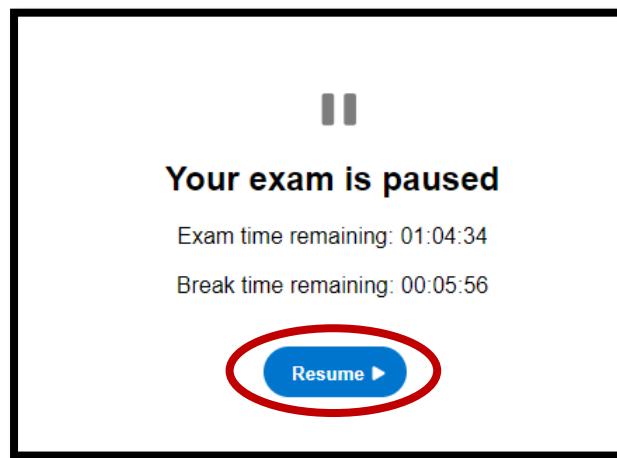


The following drop down will appear, if you wish to take a break click on the stop the clock button:



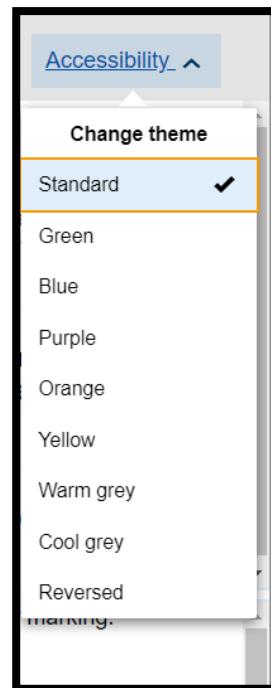
### Example of the Start Break/Resume Test screen

Once you select 'Stop the clock' the exam timer will pause, and the break screen will appear. A message will be displayed informing you on how much break time you are entitled to, this will continue to count down until you resume the exam by clicking the 'Resume' button highlighted below or you run out of break time.



When you resume the exam either by clicking the resume button or if you run out of break time, you will automatically be directed back to the exam, to the question you were on when you chose to take a break.

If you use all your break time the stop the clock button in the accessibility drop down menu will no longer be visible as shown below:



## **DURING THE BREAK**

You will not be obliged to take any rest breaks during the exam and will not be prompted to take them by the invigilator.

The total break time awarded to you for the exam can be used at your discretion, in a single block or broken into several smaller blocks.

If you do not take any rest breaks, the end time of your exam will not be revised.

Breaks can only be used to rest and not as additional time for typing, reading permitted texts or writing notes.

## **END OF THE EXAM**

You may wish to consider bringing ear plugs/defenders with you to minimise disturbance as other candidates may be leaving the exam room around you.

### **Contact us.**

If you have a question about the stop the clock/rest breaks or access arrangements, please do get in touch by submitting an enquiry to [my.icaew.com/examsonline](http://my.icaew.com/examsonline) or by calling +44 (0)1908 248 250.