



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 Level computer based exam.

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.

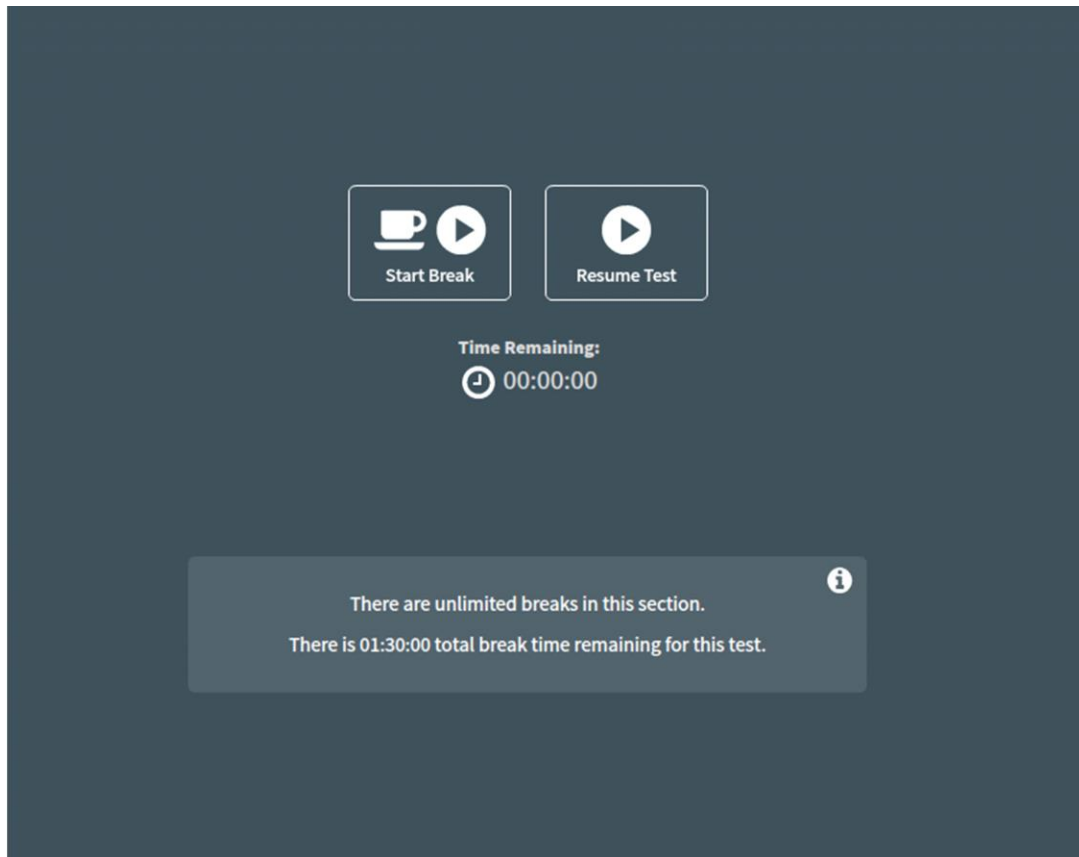
On the day of the exam, this time will already be entered into the computer-based exam system.

When a candidate has been awarded stop the clock/rest breaks, the coffee cup icon will appear in the bottom bar of the exam software, as shown below, rather than on the section tabs. You are not limited to taking breaks at the end of sections, but can choose when to take breaks. The amount of break time remaining will also be displayed next to the coffee cup icon.

The screenshot displays the exam software interface. At the top, it shows 'Question: 1', 'Section: Section', 'Progress: 0%', and a 'Finish' button. Below this, the test title 'Financial Accounting and Reporting - IFRS' and candidate ID 'TEST BH' are visible. The main area contains a 'Question' box with instructions: 'Ensure that all of your responses are visible on screen and are not hidden within cells. Your answers will be presented to the examiner exactly as they appear on screen.' Below the question is a spreadsheet editor with a toolbar and a grid of 17 columns (A-K) and 17 rows (1-17). At the bottom, a navigation bar includes a settings icon, a question mark, a coffee cup icon, and the text 'Break time remaining: 01:30:00'. Navigation buttons for 'Back' and 'Next' are also present.

Example of the stop the clock rest breaks icon (English (UK))

When ready to take a break, you simply click on the coffee cup icon, you will then be directed to the Start Break/Resume Test screen.



Example of the Start Break/Resume Test screen (English (UK))

Once you select 'Start Break' the exam timer will pause and you will see the break screen. A message will be displayed informing you on how much break time you are entitled to, and that there are an unlimited number of breaks allowed.

Example of Unlimited Breaks information message (English (UK))

When 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.

DURING THE BREAK

It is good practice to notify an invigilator that you are taking a break so they can make any necessary notes.

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

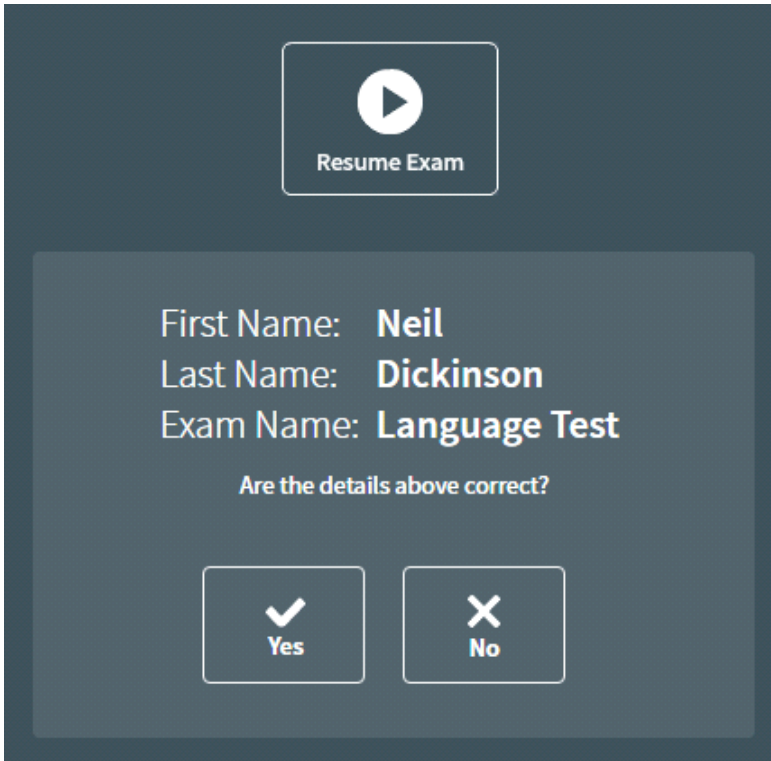
The total break time awarded to you for the exam can be used as you choose; the rest break time can be taken in a single block or broken up into any number of smaller blocks.

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 reading, writing or typing

RETURNING TO A TEST AFTER A BREAK

Whether you have chosen to resume your exam with break time remaining or the break time has run out, you will be asked to confirm your details before you are able to re-enter the exam.



The screenshot shows a dark blue interface. At the top is a white play button icon with the text "Resume Exam" below it. Below this is a lighter blue box containing the following text: "First Name: Neil", "Last Name: Dickinson", and "Exam Name: Language Test". Underneath the details is the question "Are the details above correct?". At the bottom of the box are two buttons: one with a white checkmark and the text "Yes", and another with a white 'X' and the text "No".

Example of the Confirm Candidate Details break screen (English (UK))

When you have confirmed your details, you will be taken immediately back to the exam. If you deny the details, you will be prompted to contact an invigilator.

The break time will continue running until the details are confirmed. If you select 'No', the break time will continue to run down and it will see the resume exam status until 'Yes' is clicked on.

If you run out of break time, the exam time will automatically start again.

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.

Stop the clock rest breaks webinar

In addition to this guidance document, we have recorded a webinar to show how you to stop the clock during the exam, where to locate the coffee cup icon, view the break time remaining and how to resume the exam. Watch webinar at icaew.com/cbe

Contact us

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