

DRP IN-CLASS EXAM BREAK POLICY

The Disability Resource Program (DRP) offers optional, off-the-clock breaks based on the duration of the exam (including accommodated time.) The policy is summarized below. Our break policy for take-home exams is detailed in the handout “Applying Accommodations to Take-Home Exams.”

Definitions:

- **Accommodated exam time** = regular exam time + amount of extra time.
 - Example: *You have a 3 hour exam. You receive 1.5x (time-and-a-half extra time.) Your accommodated exam time is 4.5 hours.*
- **Total exam time** = accommodated exam time + optional off-the-clock break.
 - See example, below

Policy:

- A student whose accommodated exam time (regular exam time plus amount of extra time) is **more than 4 hours** may take one (1) optional off-the-clock break of up to 15 minutes.
 - Example: *You have a 3 hour exam, plus 1.5x. Your accommodated exam time is four and a half hours (4.5 hrs.) You may take one (1) 15-minute break. Your total exam time is potential 4 hours and 45 minutes. If you have an afternoon exam (which starts at 1:00 p.m. for DRP, check-in at 12:30 p.m.), and you choose to take your optional break, you will finish at 5:45 p.m.*
- A student whose accommodated exam time is **more than 5 hours** may take one (1) optional off-the-clock break of up to 30 minutes, OR may split that into two (2) optional off-the-clock breaks each up to 15 minutes.
- A student whose accommodated exam time is **4 hours or less** has **NO off-the-clock breaks**. You should plan your meals accordingly. If you have a disability-related reason why you cannot go 4 hours without eating, let me know and we can discuss appropriate accommodations (e.g., bringing a quiet snack/beverage into exam room.)
- Students must take breaks in the break room, Room J. You may bring non-perishable food items to Room J to eat during your break, or if you need to eat something immediately after your exam. You are not allowed to leave the immediate exam/break room area at any time during your exam, including breaks.

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- While we anticipate that students will take their breaks approximately half-way through the exam, it is up to you to determine if and when you will take a break, based on your needs. However, you must take your break no later than 15 minutes before your exam (without breaks) is scheduled to end. **NO off-the-clock breaks will be allowed once the proctor has arrived to give you the 10-minute warning slip.**
- Students must sign in and out with the proctor staffing the break log when taking an off-the-clock break. **The proctors are the official time-keepers (so sync your watch!) but you are responsible for monitoring your time.** If you return early from a break the **extra time does not carry over into another break.** Below are some examples.
 - *Your accommodated exam time is 5 hours and 15 minutes. You may take either 1 break up to 30 minutes, or 2 breaks, each up to 15 minutes. You leave for a break, and return after 20 minutes. You may not take a second break for 10 minutes.*
 - *Same as above. You take a break and return after 5 minutes. You may take a second break, but only up to 15 minutes.*