

Assessment Centre Washroom and Short Break Guidelines

The Assessment Centre Washroom and Short Break Guidelines provide an outline of the process that must be followed when a student requests a washroom or a short break while writing their exam in the Assessment Centre (AC).

All students and applicants writing exams in the AC will be informed about the Washroom and Short Break Guidelines at the time of booking their exams.

General Procedure

1. All students are reminded to use the washroom before starting their exam.
2. Washroom breaks are not generally permissible during examinations; however, AC staff may approve a washroom break of up to five minutes for students who do not have an official accommodation for short breaks. Washroom breaks may be limited to one student at a time.
3. If a washroom break is required for disability-related reasons, the student's accommodation form will indicate "Short breaks for medical reasons."
4. If a student requires a short break to access a snack, take medication, and/or step away from the testing area they do not need official accommodation. This request should be communicated to AC staff; however, the student must remain in the Assessment Centre.

Time Management and Supervision

1. The stopwatch of the test (paper or online) will not be paused for any breaks.
2. Washroom breaks are intended solely for the use of the washroom and are limited to a reasonable duration. This break may not be used to purchase food, drink, smoke, etc.
3. Any unusual behavior or breaks exceeding 5 minutes will be flagged and communicated to faculty for further consideration.
4. Washroom breaks are not generally permitted if there are 15 minutes or less remaining on the exam stopwatch.
5. The student will be escorted to the washroom entrance by an AC staff member and back to the AC.

Additional Support

If you have any questions about these Guidelines, please contact the Assessment Centre at each campus:

Trafalgar Road Campus (Oakville): trafac@sheridancollege.ca

Davis Campus (Brampton): davisac@sheridancollege.ca

Hazel McCallion Campus (Mississauga): hmcac@sheridancollege.ca