College of Science & Engineering
Policy and Procedure on the use of calculators in examinations

1 Introduction
This policy aims to prevent the unauthorised access to any material in examinations that could give an advantage to any student in the College of Science and Engineering (College).

The University’s Exam Hall Regulations specifies that any calculator used in an examination must be authorised by the examiners.

2 Scope
This policy and procedure applies to all students: undergraduate, taught postgraduate, research postgraduate home/EU and international.

3 Policy
Students must be told clearly and in writing, well in advance of any examinations and preferably at the commencement of any course, which calculators will be allowed to be used in examinations, and in which examinations the use of calculators will be allowed.

The College Learning and Teaching Committee will approve the list of calculators specified for the next academic year by its last meeting of the previous academic year.

4 Procedure
The use of calculators in any particular examination should come under one of the following conditions:

4.1 If a calculator is not needed, item 4.1.1 is the default. It is expected that items (ii) and (iii) will only be used when students are advised that a calculator is needed for the examination.

4.1.1 Calculators may not be used in this examination. The default is that calculators are not allowed to be accessible to the candidates during the examination.

4.1.2 Only the calculator provided by the School may be used in this examination. In this instance, the School responsible for the course undertakes to issue calculators for the examination. This includes delivery and setting out the calculators before the examination, and collection afterwards. No other calculator will be allowed to be accessible to the candidates during the examination. Schools must identify their calculators in such a way that there can be no confusion regarding the ownership on the part of the invigilators.

4.1.3 (a) Only a calculator from the list specified by the College may be used in this examination. Calculators approved by the College for use in examinations, authorised by the examiners. (updated July 2013 for Academic year 2013/14).

Make
Model

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(b) Calculators for student with a disability
If a student with a disability feels that s/he requires to use a calculator that is not on the currently permitted list, then s/he should be referred to the Student Disability Service to assess what his/her needs are and what alternative form of calculator may be appropriate as part of the agreed schedule of adjustments.

The Student Disability Service consults with the College Office on the proposed alternative model and, if it does not have any functions that are not permitted, it may be added to the list of permitted models.

The following Model has been approved for students with the relevant Schedule of Adjustments:

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4.1.4 A School may wish to insert a more liberal condition, e.g. authorising any graphical calculator, or even any calculator without an alphanumeric keyboard. However it should be recognised that many devices can store considerable amounts of text and this approach is effectively turning the examination into an “open book” examination, which should only be done if it is the full intention of the examiners. In this case, the issue of fairness (e.g. through the availability of different devices) should be considered very carefully.

For examinations with this arrangement, students will be expected to provide their own calculator of the approved type.

4.2 Academic Registry must be informed about the arrangements for the provision of calculators.

4.3 Invigilators will remove calculators not in the approved list; candidates may collect them at the end of the examination.

4.4 Spare calculators will not be available unless provided by the School responsible for the course. (Please see condition 4.1.2)

5 Further information
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<td><strong>Date approved</strong></td>
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