

College of Science & Engineering

Policy and Procedure on the use of calculators in examinations

1 Introduction <p>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).</p> <p>The University's Exam Hall Regulations specifies that any calculator used in an examination must be authorised by the examiners.</p>						
2 Scope <p>This policy and procedure applies to all students: undergraduate, taught postgraduate, research postgraduate home/EU and international.</p>						
3 Policy <p>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.</p> <p>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.</p>						
4 Procedure <p>The use of calculators in any particular examination should come under one of the following conditions:</p> <p>4.1 If a calculator is not needed, item 4.1.1 is the default. It is expected that sections 4.1.2 and 4.1.3 will only be used when students are advised that a calculator is needed for the examination.</p> <p>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.</p> <p>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.</p> <p>4.1.3 (a) Only a calculator from the list specified by the College may be used in this examination. These calculators are of a non-programmable and non-communicable type, with no text retrieval or graphical capabilities. A list of reasonably-priced scientific calculators approved by the College for use in examinations is given below.</p> <table><thead><tr><th>Make</th><th>Model</th></tr></thead><tbody><tr><td>• Casio fx85</td><td>Any version, e.g. fx85WA, fx85MS</td></tr><tr><td>• Casio fx83</td><td>Any version, e.g. fx83GT, GT Plus</td></tr></tbody></table>	Make	Model	• Casio fx85	Any version, e.g. fx85WA, fx85MS	• Casio fx83	Any version, e.g. fx83GT, GT Plus
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| <ul style="list-style-type: none"> • Casio fx82 • Sharpe EL-531 • Texas Instruments TI-30 | <p>Any version</p> <p>Any version</p> <p>Any version</p> |
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The following models are recommended for students with dyslexia.

- Casio fx-83GTPLUS*
- Casio fx-85GTPLUS*

Candidates are entirely responsible for the working order of their calculators and batteries. Candidates are warned that although electronic calculators have a high degree of reliability, they should check the correct entry of data and the credibility of results. The commonest form of malfunction is due to the run down of batteries

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

Ms Lynda Henderson, Academic Affairs Officer
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DOCUMENT CONTROL	
Date approved	
Approving authority	College Teaching and Learning Committee
Consultation undertaken	
Date of commencement	1 September 2015
Amendment dates	20 January 2015
Date for next review	August 2015
Section responsible for policy maintenance & review	Academic Affairs, College Office, College of Science and Engineering
Related Policies, Procedures Guidelines & Regulations	<ul style="list-style-type: none"> • Exam Hall Regulations: http://www.docs.sasg.ed.ac.uk/registry/exams/ExamHallRegs.pdf
Policies superseded by this Policy	