SCHOOL GUIDELINES FOR
The Use of Calculators in School of Civil, Environmental and Chemical Engineering Exams

1. Purpose
This document outlines the guidelines governing the use of calculators by students during School of Civil, Environmental and Chemical Engineering (SCECE) and university examinations.

2. Scope
This procedure applies to all students writing an exam for SCECE or any other course for which such guidelines are listed in the relevant Course Guide.

3. Guiding Policies & References
These policies should be read in conjunction with and guided by the following University policies.
- Regulation 5.4.1 – Assessment (http://www.rmit.edu.au/browse;ID=5svh7vog5gxq)
- Exams Operating Procedures – Students (http://www.rmit.edu.au/browse;ID=xwem6xd0qyj2)

4. Guidelines
4.1. Calculators are allowed in an exam only if specified as permitted materials in the course outline and on the exam cover sheet.
4.2. Three models of scientific calculator are authorised and require approval stickers in exams:
   - Casio FX100AU
   - Hewlett Packard HP10s
   - Texas Instruments TI-30XB MultiView
   These models can be purchased from the RMIT Bookshop or Officeworks. Please note that neither the School nor the University profits from the sales of these calculators.
4.3. Calculators will be inspected prior to the start of the exam. Calculators that are unauthorised or don’t have an approval sticker will be confiscated prior to the exam and will be returned to the student after the exam.
4.4. Calculators must remain on the desk in full view and invigilators may continue to inspect calculators throughout the administration of the exam.
4.5. Students in possession or use of an unauthorised calculator or a calculator without an approval sticker during an examination will be subject to disciplinary action.
4.6. Failure by invigilators to detect an unauthorised calculator or a calculator without an approved sticker prior to the start of the exam, or the use of an unauthorised calculator at any time during the exam, does not imply that the calculator is an approved model.
4.7. Calculator instruction manuals are not permitted in the exam room.
4.8. Students will be entirely responsible for ensuring adequate power supply to their calculators and the proper working order of their calculators. Students must supply their own spare batteries – any battery failure or other fault which limits the usefulness of a calculator during an examination will not be taken into consideration by the assessors.
4.9. No student may borrow a calculator from another student after entering the examination room.

5. Procedure
5.1. Obtain an approval sticker from the School of Civil, Environmental and Chemical Engineering Administration Office located in Building 10 Level 12 Room 4. Operating hours are weekdays from 9am-5pm except public holidays.
5.2. If your calculator is not mentioned in 4.2, please speak to your Year Coordinator for written approval prior to obtaining an approval sticker at the Administration Office.

6. Maintenance
Responsibility for the maintenance of this operating procedure lies with the SCECE Learning and Teaching Committee in and is to be done in accordance with University policy.

7. Approval
Amendments to this procedure require the approval of SCECE Learning and Teaching Committee.

This procedure was written in February 2012.