1. Purpose
This document outlines the guidelines governing the use of calculators by students during Electrical and Computer Engineering (ECE) examinations.

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

3. Guiding Policies & References
These procedures 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=5svh7yog5qxr)
- Exams Operating Procedures – Students (http://www.rmit.edu.au/browse;ID=xwem6xd0qyk2)

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 for use in ECE exams:
   - Casio FX100 or CASIOFX115 (recommended – handles complex numbers)
     (FX100AU is sold in Australia, other versions eg FX100MS are allowed, FX115 has a solar panel otherwise it is identical to the FX100)
   - Hewlett Packard HP10s (no complex numbers)
   - Texas Instruments TI-30XB MultiView (no complex numbers)

   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 not authorised will be confiscated prior to the exam and will be returned to the student after the exam.

4.4. Spare School-owned calculators will be available for use at the exam.

4.5. Calculators must remain on the desk in full view and invigilators may continue to inspect calculators throughout the administration of the exam.

4.6. Students in possession or use of an unauthorised calculator during an examination will be subject to disciplinary action.

4.7. Failure by invigilators to detect an unauthorised calculator 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.

4.8. Calculator instruction manuals are not permitted in the exam room.

4.9. 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.

4.10. No student may borrow a calculator from another student after entering the examination room.

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

Amendments to this procedure require the approval of ECE Learning and Teaching Committee. This procedure was last reviewed and approved in April 2011.