

### 3. Using calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

**Candidates must be told these regulations beforehand and be familiar with the *Information for candidates documents*.**

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"><li>● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>● be borrowed from another candidate during an examination for any reason;*</li><li>● have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

**Advice:\*** An invigilator may give a candidate a replacement calculator.

**Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.**

### 4. Resources for examinations

4.1 Candidates may be allowed to use resources such as dictionaries and editions of set texts as set out in the instructions on the question paper.

4.2 You **must** give candidates prior notice that they are responsible for bringing with them any materials needed for the examination.

If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice. In such circumstances you **must** refer to the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2015 to 31 August 2016* - <http://www.jcq.org.uk/exams-office/malpractice>

4.3 In examinations where resources are not shown on the question paper, or on the stationery list (including those where calculators are not allowed) you **must** warn candidates that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised items.

4.4 **For Art examinations**, appropriate art materials and design media and technology **must** be provided by the centre.