

APPROVED EXAMINATION MATERIAL

Open Polytechnic
KURATINI TUWHERA

Academic Registry • 3 Cleary Street • Private Bag 31914 • Lower Hutt 5040 • New Zealand

Phone 0508 650 200 • 04 913 5300 • Fax 04 913 5582 • www.openpolytechnic.ac.nz

Important notes

- You must adhere strictly to the following rules. If you ignore them or any instructions given by an examination supervisor, you may have your examination cancelled and face further action.
- You are required to keep these details and refer to them again before the exam.
- Check your examination Admittance Slip for details of approved materials specific to your examination(s).

Calculators

Calculators may only be brought into those examinations for which there is a requirement.

- Graphics calculators capable of storing and displaying texts are **NOT** permitted. Information stored internally in calculators may be inspected by the Examination Supervisor.
- Information stored in the memory of permitted calculators must be cleared and programmes erased to the Supervisor's satisfaction before the examination starts.
- Calculators must be portable, self-contained, silent, non-printing, and contain their own power source.
- Candidates may take extra batteries into the examination room, but any time lost due to calculator malfunction cannot be made up.
- You may **NOT** borrow a calculator from another candidate after the examination has started.
- You may be required to enter the name and model number of the calculator you have used on the cover of the examination answer book.

No other electronic devices capable of storing, transmitting or receiving information, e.g. electronic diaries, personal organisers, pagers, electronic translation devices etc., are permitted in the examination.

Dictionaries

All students are allowed to bring a dictionary into the examination room. Only the following types of dictionary are permitted:

- A one-volume non-technical English dictionary such as a 'concise' or 'pocket' version.
- A print-based translation dictionary English/Foreign Language.

NOTE: Dictionaries should **NOT** contain any handwritten or typewritten notes in English or any other language or script.

Government Acts

You may only bring the original Government Act booklet into those examinations for which there is a requirement. Photocopies of Government Acts or Acts downloaded from the Internet will **NOT** be permitted for use in examinations.

Other materials

- The only reference publications allowed in the examination room are those listed for each of the examinations.
- Unless stated otherwise, any books used for examinations must **NOT** contain any added handwritten notes, printed or typewritten matter (in English or any other language or script), or drawings or diagrams. Such books may contain added underlining, highlighting or sidelining of words or passages. Book markers may only be used to show section numbers.
- The books must be produced for inspection on entry into the examination room, and at any other time during the examination when requested by the Supervisor. No spare copies will be available if you forget to bring your own and you will **NOT** be allowed to borrow copies from other candidates in the examination room.
- Any material which does not comply with the above provisions shall be taken from the candidate by the Supervisor and the candidate shall **NOT** be permitted to use such material, but shall have it returned after the alleged breach of rule, or rules, has been dealt with by the Open Polytechnic. No allowances will be made for the loss of marks attributed to such confiscation.