

APPROVED EXAMINATION MATERIAL

Open Polytechnic
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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 letter for details of approved materials specific to your examination(s).

Calculators

If the use of a calculator is permitted in an examination, this will be specified in your Admittance letter:

- Programmable calculators capable of storing and displaying text, graphics, and have symbolic algebraic manipulation capabilities are **NOT** permitted. You may be asked to remove all batteries at the same time, which will erase anything that may have been stored in the memory.
- You may take extra batteries in to 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 entering the examination room.
- 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.

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 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.