

Highs School Certification

All candidates for the public examinations are to be familiar with and to follow all regulations regarding preparation for and conduct during examinations.

If it has been determined that a candidate is in violation of any of the **Regulations for Candidates**, or has used unfair means in writing any examination, the candidate shall have the examinations in question cancelled, may be disqualified from obtaining credit for any examinations in the term, and will not be eligible for any scholarship awarded by the Department of Education.

Regulations for Candidates

Materials

1. Where they are required, candidates are to bring such personal materials as pens, pencils, eraser and rulers.
2. Candidates may not bring textbooks, notes, paper or any other materials into the examination room unless instructed to do so.
3. The use of a scientific calculator, or an approved graphing calculator, will be permitted **ONLY** during science and mathematics examinations¹.
4. Candidates may not pass materials to other candidates during an examination, except as directed by the supervisor.
5. Candidates may not communicate with other candidates during an examination.

¹ See the "Calculator Use" section for further information.

The Exam Room

6. Should candidates require assistance of any kind, or need to move around or leave the room, they are to request the appropriate assistance or permission from the supervisor.
7. Any candidate who arrives prior to 10:00 a.m. for morning sessions and 2:00 pm for the afternoon sessions shall be permitted to enter the examination room and begin the examinations late. To ensure confidentiality and fairness, no student is permitted to leave the exam room until 10:00 a.m. for morning sessions and 2:00 pm for afternoon sessions.
8. Students, other than those who have approved accommodations, can be granted extra time at the rate of 10 minutes per examination hour (i.e., for a three hour examination the maximum allowable time is three and a half hours).

Examination Booklets

9. Candidates are cautioned to read and follow all instructions contained on the examination papers.
10. Examinations should be written single-spaced, as neatly as possible, on the lines provided in the examination booklet using blue or black ink. A pencil is recommended for mathematical computations and drawing figures and diagrams, and is required for shading responses on machine scorable answer sheets.
11. Candidates are permitted to use paper for rough drafts of answers as approved by the supervisors.
12. Candidates are not permitted to place their names, any distinguishing marks, or inappropriate written matter on any examination paper. However, names are required on machine scorable answer sheets.
13. In the event that an error in the wording of an examination paper is detected or suspected, candidates are advised to leave the item(s) in question until last, and use their own judgment in interpreting and answering the item(s) as best they can. Supervisors should not make any observations or interpretations regarding examination papers, except to read and explain instructions as they are written. Should errors actually exist, any adjustments required will be made by the Department of Education at the time of marking.

Academic Dishonesty

14. Any candidate who, through accident or otherwise, obtains improper access to examination papers prior to writing, or who impersonates another candidate or

allows someone to impersonate him/her, or who engages in any other form of copying, cheating or academic dishonesty in any examination, will be disqualified from the examination in question. It should be noted that it is a criminal offence under the Criminal Code of Canada for any person to have another person write an examination in his/her name.

The candidate in question will receive an examination score of 0 which will be used to determine the student's final grade for that subject.

The student will be permitted to write a supplementary exam in August or November (if applicable).

If a school suspects a student(s) is engaged in academic dishonesty, the following steps are recommended:

1. The external supervisor informs the chief supervisor (principal) or designate immediately.
2. The chief supervisor or designate asks the student to quietly leave the exam room.
3. The chief supervisor or designate, accompanied by another adult, escorts the student to a quiet area to further investigate.
4. If it is deemed that academic dishonesty has occurred, the evidence is documented and sealed and the exam taken from the student.
5. The chief supervisor or designate contacts the Manager of Evaluation and Certification.
6. The chief supervisor or designate notifies the parent(s)/guardian(s), informing them of the event and the consequences.
7. The chief supervisor or designate completes a detailed incident report to submit to the Department of Education.
8. The evidence, the exam and the incident report are submitted to the Department of Education as soon as possible.

Calculator Use (Updated)

15. The use of a scientific calculator, or an approved graphing calculator, will be permitted only during science and mathematics public examinations. The calculator must run silently and be battery powered.
16. Schools must ensure that students taking public examinations in science and mathematics have access to an approved calculator for public examinations.
17. All scientific calculators are permitted for public examinations. Only approved graphing calculators (see list below) will be permitted for public examinations.

Approved Graphing Calculators
TI-82
TI-83 Plus
TI- 84 Plus C Silver
TI-Nspire CX
Sharp EL-9600C
Not Approved Graphing Calculators
TI-Nspire cx CAS
TI-89 Titanium CAS

18. Students must ensure that all calculators used during public examinations are cleared of their memory prior to entering the room. It is the responsibility of the student to show that their calculators have been cleared of all memory.

Examination supervisors must require a student to demonstrate a calculator has its memory completely cleared before the examination is delivered and at anytime during the examination. The clearing instructions for the approved graphing calculators are found online in the regulations for candidates (<http://www.gov.nl.ca/edu/k12/evaluation/reg.pdf>). Any graphing calculator **NOT** in the list provided is not permitted in the exam room.

19. No device shall be used during an examination to retrieve course related text, formulae, images or any other material of a similar nature unless explicitly authorized by the examination instructions.
20. No device capable of communicating with another device or student shall be used during an examination.
21. The following are **NOT** permitted during a public examination:
 - (i) devices with computer style keyboards;
 - (ii) handheld minicomputers or laptop computers;
 - (iii) text editing devices such as electronic writing pads or pen-input devices (e.g., any cell phone, smart phone or P.D.A. (personal digital assistant) devices such as Axim™, IPAC™, pocket organizers, Palm™, or BlackBerrys™, ect.); or,
 - (iv) communication devices such as cell phones or smart phones.

A Reminder to Students and Teachers

Clearing the memory on all calculators is required prior to examinations. The chief supervisor is responsible for knowing how to do this and to ensure that it has been done.

Clearing all memory on your calculator may result in a loss of data, programs, applications (software) etc., from your machine. It is your responsibility to backup such information should you wish to retrieve it after examinations are over.

Clearing all memory on your calculator also has the effect of returning it to its factory specification including, for example, display contrast. Please ensure you know how to restore/adjust the display contrast on your calculator prior to clearing the memory. Factory settings for contrast assume strong batteries. If your calculator display becomes faint or invisible upon clearing the memory or performing a reset, adjust the contrast until the display is visible and clear.