



High 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 of the Department of Education.

REGULATIONS FOR CANDIDATES

Materials

1. Where they are required, candidates are to bring such personal materials as pens, pencils, erasers, 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 or mathematics examinations¹.
4. Candidates may not pass materials to other candidates during an examination, except as directed by the supervisor. Notwithstanding this, candidates are not permitted to share any electronic device, including calculators, during an exam.
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 candidates who arrive prior to 10:00 am for morning sessions and 2:00 pm for the afternoon sessions shall be permitted to enter the examination room and begin their examinations late. It should be noted, these candidates do not get three hours from their start time. Their exam ends the same time as those who started on time. To ensure confidentiality and fairness, no student is permitted to leave the exam room until 10:00 am 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 in 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.

Copying, Cheating, Impersonation

14. Any candidates who, through accident or otherwise, obtained improper access to examination papers prior to writing, or who impersonate other candidates or allow themselves to be impersonated, or who engage in any other form of copying or cheating in any examination, will be disqualified from all examinations. 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.

Calculator Use

15. The use of a scientific calculator or an approved graphing calculator will be permitted only during science and mathematics public examinations but 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-81
TI-82
TI-83 Plus
TI-83 Plus Silver Edition
TI-85
TI-86
Sharp EL-9600C

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 outlined at the end of this document. Any graphing calculator **NOT** on the list above 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 (i.e. any P.D.A. (personal digital assistant) devices such as Axim, IPAC, pocket organizers, palm pilots,)
 - (iv) communication devices such as cell phones

A Reminder To Students and Teachers

Clearing all memory on your calculator is required prior to examinations. You are responsible for knowing how to do this and demonstrate 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 restore such information 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 up until the display is visible and clear.

Clearing Techniques For Approved Graphing Calculators

Please note that many scientific calculators have a reset button on the back that is activated by pressing with the point of a pen or pencil. Some models require that this button be pressed and held down for 2 to 3 seconds.

Most graphing calculators have cascading menus. A menu is usually activated by a keystroke combination. Pressing left \leftarrow or right \rightarrow arrow moves between menus. Pressing up \uparrow or down \downarrow arrow moves through choices within a menu. Menu choices are numbered as well so the instructions below get you to the menu you need and show the number of the choice to press. Keys other than number or common operation keys are indicated on the keypad.

If your calculator display becomes faint or invisible upon clearing the memory or performing a reset, adjust the contrast up until the display is visible and clear.

TI-81

Turn Calculator on.

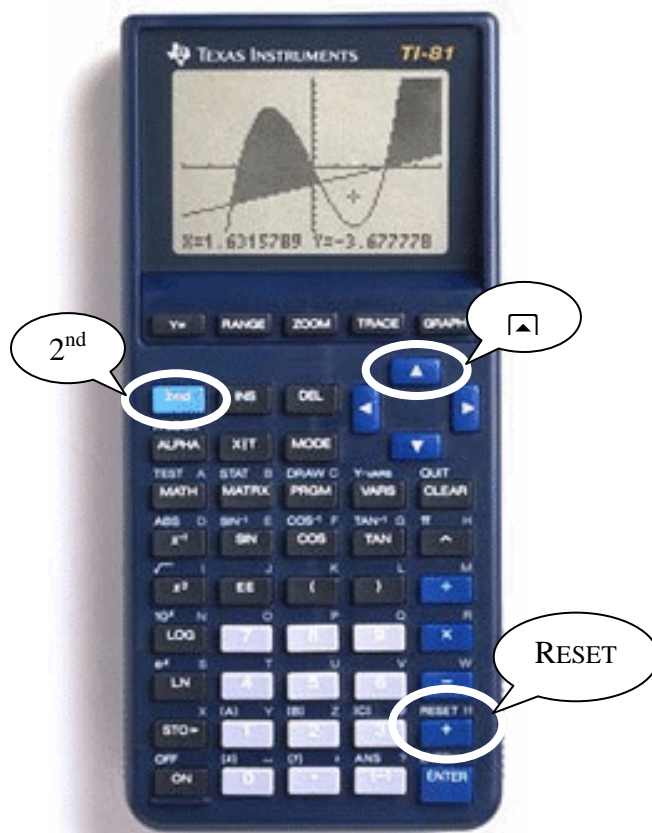
Press $\boxed{2\text{nd}}$

Press $\boxed{+}$ This is the "Reset" menu

Press $\boxed{2}$ to Reset All RAM

Note:

Increase Contrast is $\boxed{2\text{nd}}$
followed by $\boxed{\uparrow}$, repeat; or,
press $\boxed{2\text{nd}}$ and hold $\boxed{\uparrow}$.



For clarification or support with any of these instructions, please contact the
Test Development Consultant for Mathematics.

TI-82

Turn Calculator on.

Press $\boxed{2\text{nd}}$

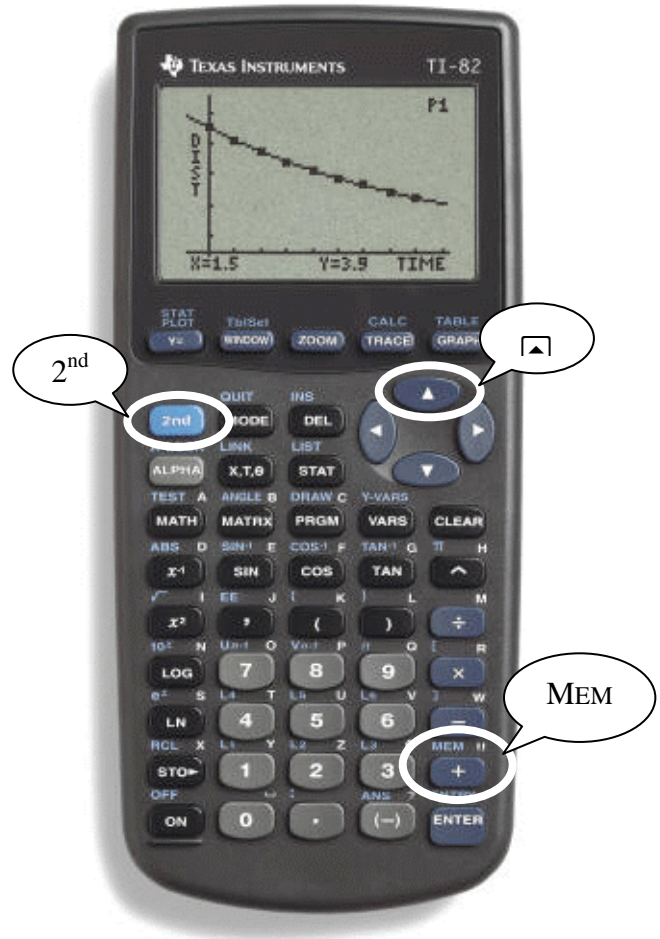
Press $\boxed{+}$ This is the "Mem" menu

Press $\boxed{3}$ to select Reset

Press $\boxed{2}$ to Reset All RAM

Note:

Increase Contrast is $\boxed{2\text{nd}}$
followed by $\boxed{\blacktriangle}$, repeat; or,
press $\boxed{2\text{nd}}$ and hold $\boxed{\blacktriangle}$.



TI-83

Turn Calculator on.

Press $\boxed{2^{\text{nd}}}$

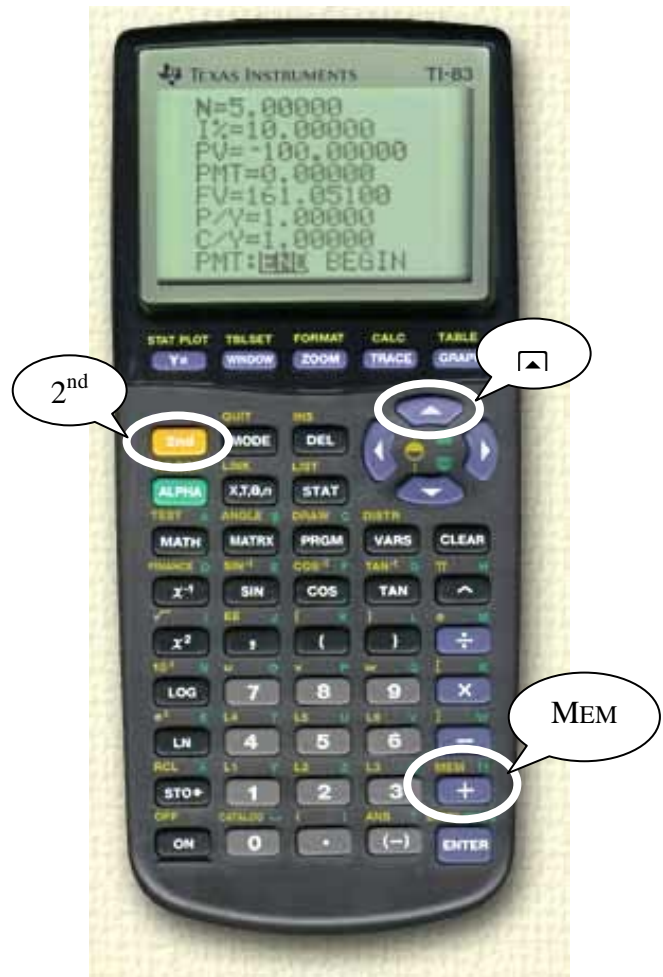
Press $\boxed{+}$ This is the "Mem" menu

Press $\boxed{3}$ to select Reset

Press $\boxed{2}$ to Reset All RAM

Note:

Increase Contrast is $\boxed{2^{\text{nd}}}$
followed by $\boxed{\blacktriangle}$, repeat; or,
press $\boxed{2^{\text{nd}}}$ and hold $\boxed{\blacktriangle}$.



For clarification or support with any of these instructions, please contact the
Test Development Consultant for Mathematics.

TI-83 Plus or TI-83 Plus Silver Edition

Turn Calculator on.

Press $\boxed{2\text{nd}}$

Press $\boxed{+}$ This is the "Mem" menu

Press $\boxed{7}$ To choose "Reset"

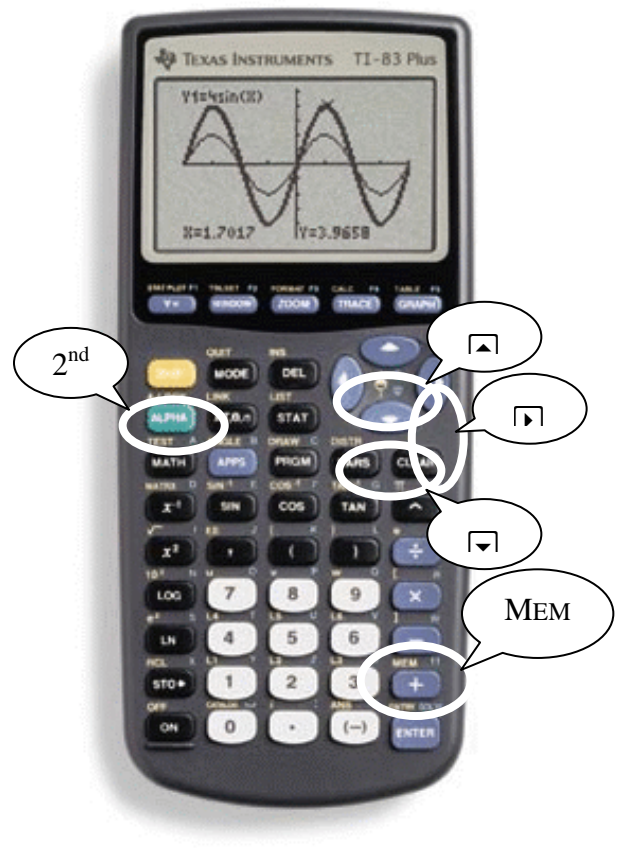
Press $\boxed{\blacktriangleright}$ Twice To move to the "ALL" menu

Press $\boxed{1}$ To select "All Memory"

Press $\boxed{2}$ To delete all data, programs and apps from RAM and Archive.

Note:

Increase Contrast is $\boxed{2\text{nd}}$ followed by $\boxed{\blacktriangle}$, repeat; or, press $\boxed{2\text{nd}}$ and hold $\boxed{\blacktriangle}$.



TI-85

Important Note:

Most graphing calculators have cascading menus where you make a choice by pressing a numbered key.

The TI-85 and TI-86 do not. Menu choices show immediately above keys labeled F1, F2, ..., F5. Press the key underneath the corresponding menu choice to activate that choice.

Turn Calculator on.

Press **2nd**

Press **3** This is the "Mem" menu.
You will see RAM, DELETE, RESET....

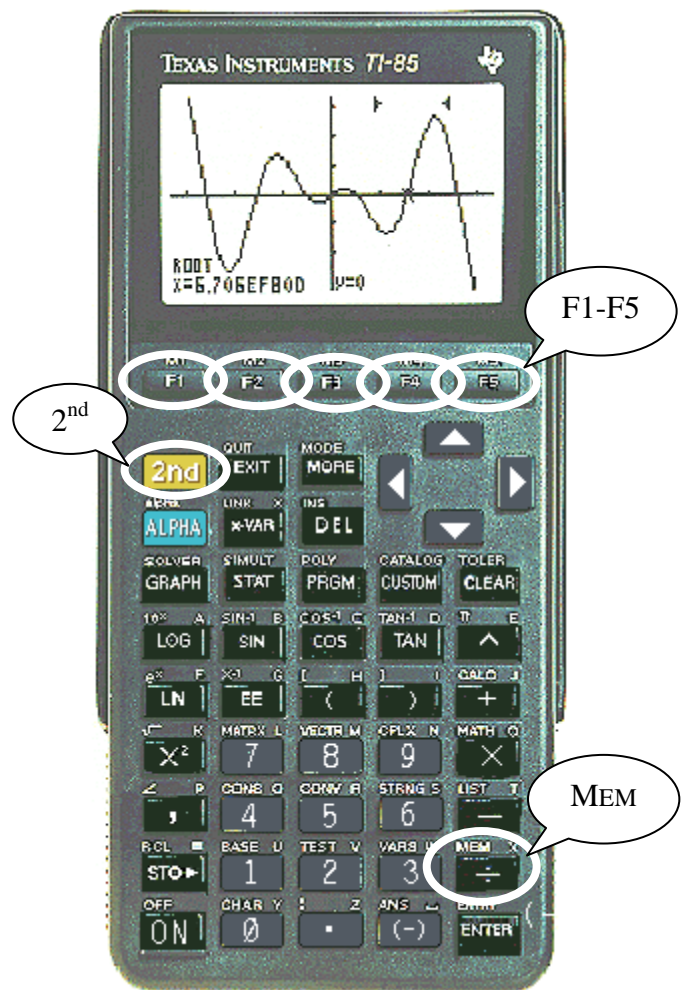
Select **Reset** ...use **F3**. You will
now see the choices ALL, MEM, DFLTS

Select **ALL** ...use **F1**. You will get
a message "Are you sure?"

Select **YES**...use **F4**.

Note:

Increase Contrast is **2nd**
followed by **▲**, repeat; or,
press **2nd** and hold **▲**.



For clarification or support with any of these instructions, please contact the
Test Development Consultant for Mathematics.

TI-86

Important Note:

Most graphing calculators have cascading menus where you make a choice by pressing a numbered key.

The TI-85 and TI-86 do not. Menu choices show immediately above keys labeled F1, F2, ..., F5. Press the key underneath the corresponding menu choice to activate that choice.

Turn Calculator on.

Press **2nd**

Press **3** This is the "Mem" menu.
You will see RAM, DELETE, RESET....

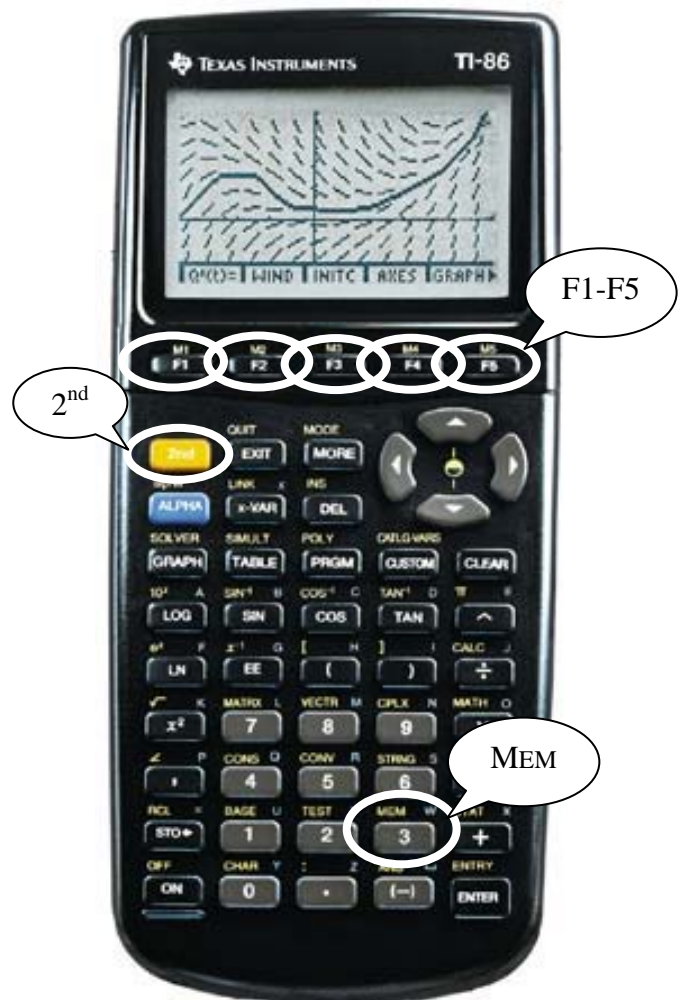
Select **Reset** ...use **F3**. You will
now see the choices ALL, MEM, DFLTS

Select **ALL** ...use **F1**. You will get
a message "Are you sure?"

Select **YES**...use **F4**.

Note:

Increase Contrast is **2nd**
followed by **▲**, repeat; or,
press **2nd** and hold **▲**.



For clarification or support with any of these instructions, please contact the
Test Development Consultant for Mathematics.

Sharp EL-9600C

Turn Calculator on.

Press RESET button on back.

Press CL.



For clarification or support with any of these instructions, please contact the
Test Development Consultant for Mathematics.