



Department of Civil Service **CALCULATOR POLICY**

Candidates will be advised on their Admission Notice whether or not calculators are permitted.

If calculators are permitted, they must be quiet, hand-held, solar or battery powered.

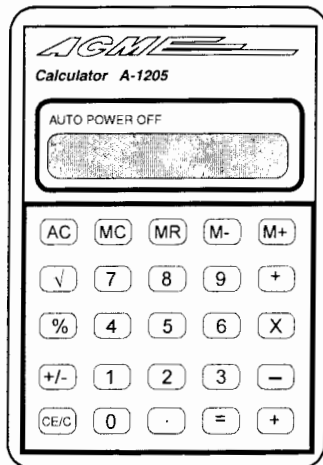
Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, and any similar devices are prohibited.

Depicted on this sheet are examples of permitted and not permitted calculators.

PERMITTED CALCULATORS

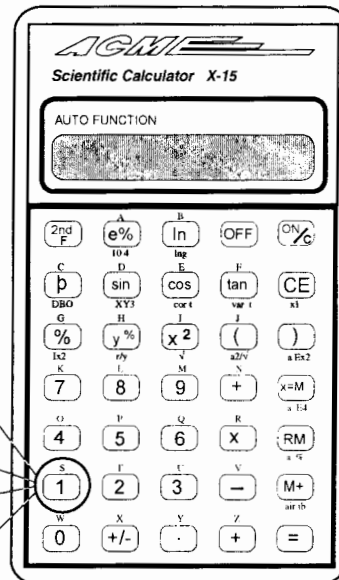
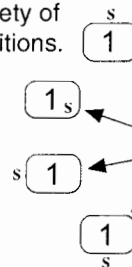
Pictured below are two examples of calculators that ARE permitted.

This calculator is very simple. It adds, subtracts, multiplies, divides, does square roots and has a memory. It has no "alphabet" on it.



This calculator is an example of a scientific calculator. These may have an "alpha" option for some keys.

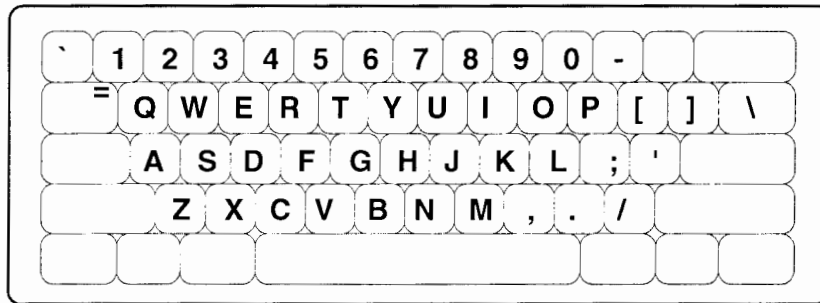
An alphabetic letter may appear in a variety of positions.



See reverse for calculators that are NOT permitted.

CALCULATORS THAT ARE NOT PERMITTED

Any devices with keyboards set up like a typewriter are NOT permitted.



This is an example of a typical typewriter keyboard.

DIRECTIONS TO MONITORS

Should candidates have calculators that are not permitted, advise them that they must either put them away or you will complete a (Critical Incident) Report to Albany where the possibility of disqualification will be determined.

If a Critical Incident Report needs to be completed, indicate the candidate's name, social security number, exam number, describe the situation and, if possible, describe the device.