



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.

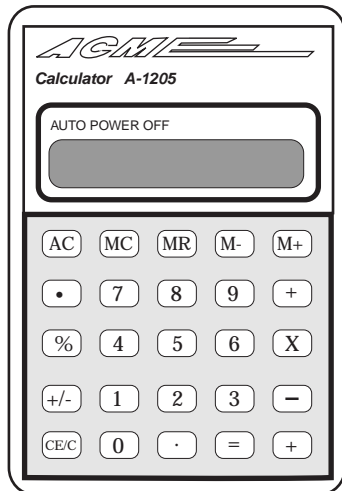
Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, and any similar devices are prohibited.

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

***PERMITTED CALCULATORS***

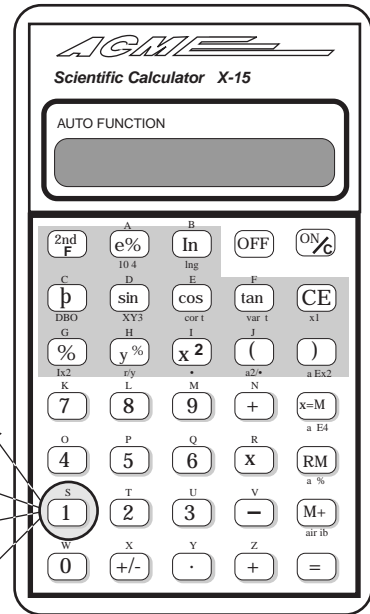
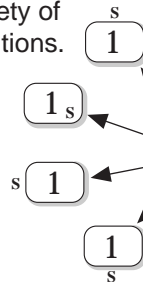
Pictured below are two examples of calculators that ARE permitted.

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.

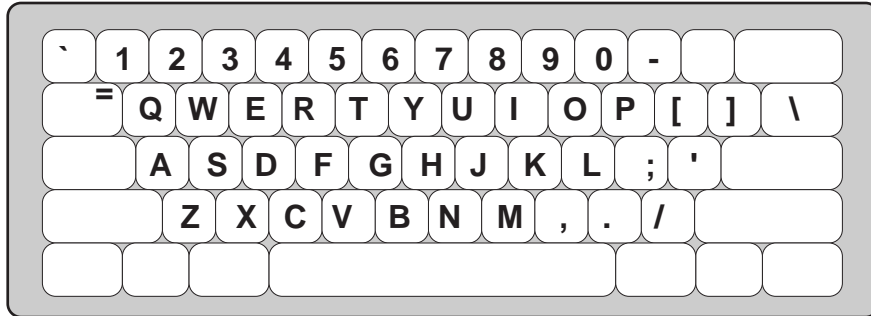


See reverse for calculators that are NOT permitted.

## ***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.