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## TECHNICAL POLICY

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<b>Title:</b>	APPROVED CALCULATOR POLICY FOR EXAMS		
<b>Doc ID:</b>	TECH4001	<b>Date Established:</b>	12/05/15
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<b>Committee:</b>	Professional Standards	<b>Next Revision Review:</b>	10/04/19
<b>Written by:</b>	C. Wilson and R. Anderson	<b>Approved by:</b>	BOD
<b>Notes:</b>	Provides guidelines for use of approved calculators for use during EnviroCert International certification examinations.		

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## **Policy Statement**

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EnviroCert International, Inc. (ECI) allows the use of calculators for any ECI certification examination. These calculators cannot have any of the following features:

- Internet Capability;
- Photo or Video Camera Capability;
- Audio and/or Digital Recording Capability

Any devices with the above capabilities are also not allowed in the examination room. These include but are not limited to;

- cell phones
- smart phones
- smart watches
- smart devices
- tablets
- cameras
- recording devices
- computers

## **BACKGROUND**

EnviroCert International, Inc. (ECI) examinations allows examinees the use of a calculator to complete the exam. The change in technology has presented exam security issues.

## **PURPOSE**

This Policy was developed to provide a uniform approach and consistency with certification exams.

## **APPLICABILITY**

This policy applies to all ECI certification exams.

Exceptions may be permitted for verified ADA requirements, subject to approval by ECI at least thirty (30) days in advance.

## DEFINITIONS

*Certification Exam:* A series of questions designed to verify that approved applicants possess the technical knowledge and ethical standards required by each ECI certification program. These exams are administered as an independent, closed book, timed event according to the ECI Exam and Exam Proctors Policy.

## RESPONSIBILITY

**Examinee:** It is the responsibility of the examinee to bring the proper calculator to the exam site. Tacit or express approval by a Proctor of an invalid calculator does not relieve the Applicant of his/her duty to conform to this policy.

The Applicant shall remove any and all of the following devices from their person and shall not take these devices into the exam room or make contact with them, in any way, until the exam is complete. The Proctor shall ensure that all applicants pockets are free of these devices.

Any devices with Internet Capability, Photo or Video Camera Capability, and Audio and/or Digital Recording Capability. These include but are not limited to;

- cell phones
- smart phones
- smart watches
- smart devices
- tablets
- cameras
- recording devices
- computers

It will be the responsibility of the examinee to ensure that any device to be used is acceptable and meets the intent of this policy. It will be the sole discretion of the Proctor as to whether a device is acceptable for the exam.

**Proctor:** The proctor should observe that each calculator being used for examination does not have internet capability, a camera, and/or recording features. The Proctor may invalidate the use of any calculator he/she has reason to think is not valid. The decision of the Proctor shall be deemed final for that exam event. *It is the sole responsibility of the examinee to conform to this policy.*

## **REMEDY**

Failure to bring an approved calculator will result in the examinee forfeiting his/her ability to use that calculator on the exam.

If it is determined that the examinee used an unapproved calculator and/or violated this policy, the exam results will be void, and the candidate may be subject to ethics charges.

## **UPDATES**

This policy shall be reviewed every two (2) years by the Professional Standards Committee and revised as necessary.

## **WEBSITE**

[www.EnviroCert.org](http://www.EnviroCert.org)

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## **Procedures**

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The Proctor shall verify that the examinees pockets are empty, and these devices are not in the room. If the Applicant has any contact with these devices once the exam has started, the examinee will be immediately disqualified and subject to ethics charges.

Any questions about the validity of a calculator intended to be used for the exam or should be directed to ECI at least 72 hours prior to the exam date. It is the Applicants sole responsibility to verify that their calculator is acceptable and pre-approved by ECI in writing (verbal authorizations are not valid). No exceptions shall be made.

It will be the sole discretion of the Proctor as to whether a device is acceptable and in working use for the exam.

Note: Examinees are encouraged to bring two (2) approved working calculators or ensure that they have an extra set of batteries.

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## Related Documents

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### ECI Documents

N/A

### Other Documents

N/A

### Related Links

N/A

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## Appendix

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N/A