

ASSESSMENT GUIDELINES

Calculator and spreadsheet



INTRODUCTION

These guidelines contain tips on the calculator and the spreadsheet available on Surpass.

CALCULATOR

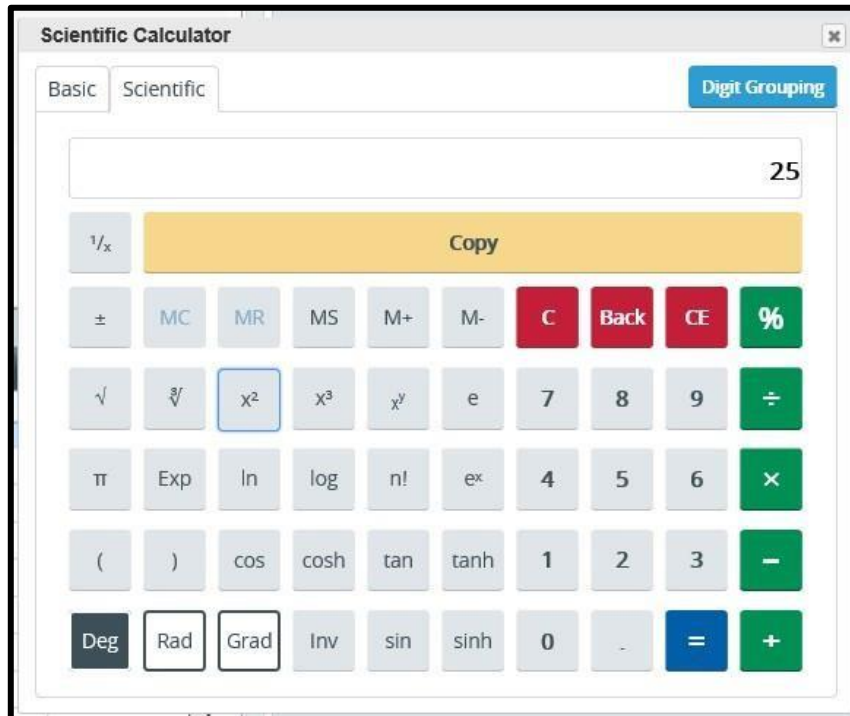
In your exam an onscreen calculator is available however you can also take your own scientific calculator in to the exam, if it is not programmable. If you bring your own calculator, you will be required to show the calculator in the environment check and clear any memory on the device.

The **Calculator** obeys the standard **BODMAS**

- B** Brackets first
- O** Orders (i.e. Powers and Square Roots, etc.)
- DM** Division and **M**ultiplication (left-to-right)
- AS** Addition and **S**ubtraction (left-to-right)

To do anything in a different order, you need to add brackets.





When using the calculator, you can select the keys on the calculator, but for keys that are on your keyboard, you can use these as well. i.e. numbers you can type from your keyboard or selecting the keys.

You have X to the power of 2 and x^2

to the power of 3, x^3

For any other power, insert the number, and then select x^y and enter the power in the little box, eg. 5 to the power of 4, select 5 and then select x^y , you will see 5^{\square} , enter the 4 in the box

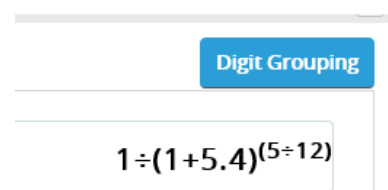
The Calculator has both the square and cube roots, but no other roots.

To copy the data from the calculator to the exam, highlight it and press **Ctrl-C**, go into exam and do **Ctrl-V**. There is also a “Copy” button on the Calculator.

To paste into the spreadsheet, you need to double-click the designated cell, to make it active and then do **Ctrl-V**. If you are more comfortable with your own calculator, then please use this during the exam.

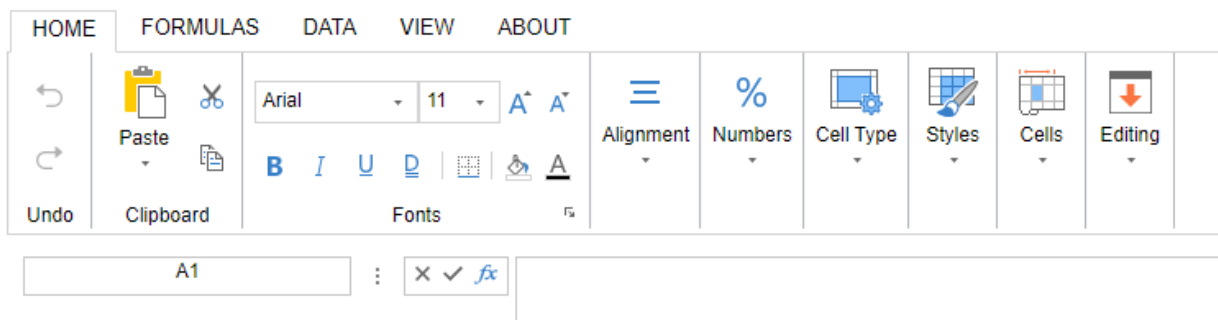
By using brackets, you can make very complex calculations.

after entering the x^y



SPREADSHEET

Some questions may require complex calculations or tabulation. For these questions, a spreadsheet answer box will be provided. The spreadsheet answer box emulates Excel as much as possible with similar functionality.

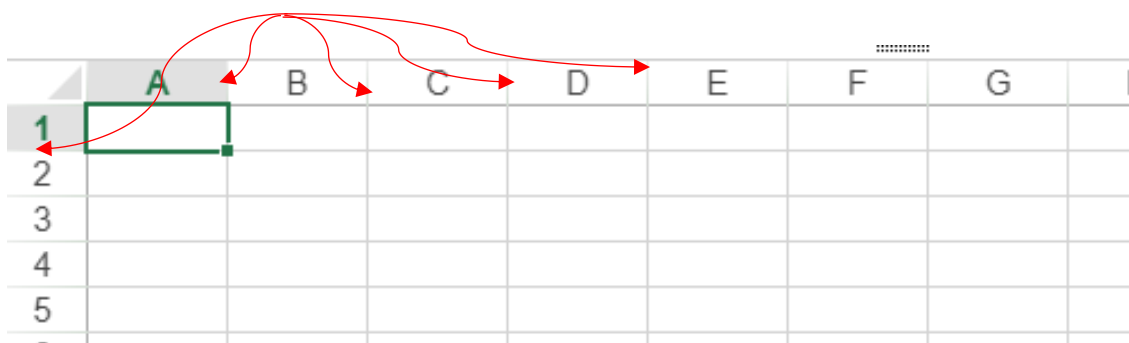


Menus

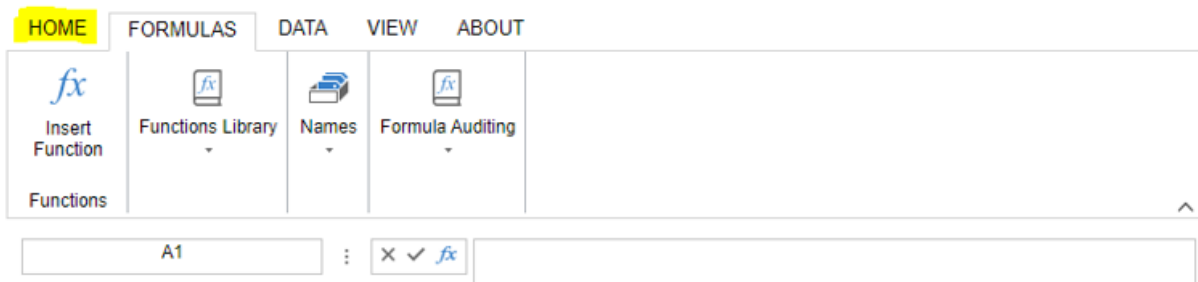
- The Home Menu is a standard Microsoft menu with clipboard, fonts, alignment and numbers.
- The Data menu does filtering and sorting.
- The View does Freeze panes.

Notes

- Don't forget to double-click on any cell to activate it, before pasting, otherwise it will ignore the command.
- Similar to Excel:
 - to insert Rows, highlight as many rows as you require, right-click and select insert
 - to insert Columns, highlight as many columns as you require, right-click and select insert
 - you can stretch and drag to increase the size of a cell, where I have indicated in red below.



If you land on anything but the home page, simply select "**HOME**", highlighted below to land on the home page.



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