

 SECTION

9.5.5 Mathematics examinations: use of bound references

As described in the *VCE Mathematics Study Design* (accredited 2006–2014), students are allowed to take a bound reference into designated Mathematics examinations. A suitably qualified member of the school teaching staff will check the appropriateness of reference materials as students enter the examination room. The following table summarises the examinations into which bound references may be taken.

Study	Examination 1	Examination 2
Further Mathematics	Bound reference as described	Bound reference as described
Mathematical Methods (CAS)	None	Bound reference as described
Specialist Mathematics	None	Bound reference as described

Principles

Four principles have been applied in determining the nature and scope of the materials that constitute the bound reference.

- The use of the bound reference should be managed and invigilated without undue difficulty.
- The physical form and size of the bound reference should mean that it can be practicably and conveniently used within existing examination conditions and without hindrance to other students.
- There should be flexibility for students to develop and use the bound reference that effectively supports their own practices in working mathematically.
- In an examination, the potential for a breach of rules due to the unauthorised possession of loose pages or part pages should be minimised.

Specifications for bound reference

- The bound reference must be in book format of A4 size or smaller when closed.
- The number of pages is not specified.
- Pages must be permanently bound and securely attached to the spine.
- There must be a single horizontal or vertical spine.
- The bound reference may be:
 - a textbook
 - a securely bound lecture pad
 - a permanently bound student-constructed set of notes without fold-outs
 - an exercise book.
- The form of binding is not specified but it must be secure, and pages must not be readily detachable or designed to be removed. Binding can include cloth, glue, staple, spiral or plastic comb binding.

Students are allowed to:

- annotate the material
- design their own written index
- fold pages
- cut page corners
- colour code pages
- insert dividers into their own sets of notes
- firmly attach (using glue, adhesive tape or staples) additional material to pages in the bound reference.

Bound references may be consulted during reading time and throughout the examination.

Bound reference must not include:

- pages or parts of pages that can be detached from the bound reference during the examination
- fold-outs, maps or brochure-style components
- removable tabs, Post-it Notes or other pages or material designed to be detached
- forms of collation or binding that are designed to be non-permanent and the content modified by insertion including:
 - ring-binder folders
 - plastic A4 sleeves (permanent or removable) from which pages may be removed
 - manila and similar folders with clips, clamps, slides and metal-prong-style binding of loose-leaf material.

If any page or part of a page is detached from the rest of the bound reference, the page will be removed by the supervisor for the duration of the examination and the incident will be reported as a potential breach of rules.

For further information contact the VCE Examinations Unit on (03) 9225 2349.