

Memory Aid Accommodation

A memory aid, or cue sheet, is a testing accommodation used to support students who have documented functional limitations with memory. This accommodation is not intended to reduce academic requirements or alter the standards by which academic performance is assessed.

The memory aid allows the student to demonstrate knowledge of course material by helping to prompt the student's memory. A proper memory aid is a "cue sheet" that will not be useful to the student unless he/she/they has a solid knowledge of how to use the information it contains.

A memory aid is typically a 5"x7" notecard or half of an 8"x11" sheet of paper that:

- May include diagrams, mind maps, general formulas, acronyms, pictures, etc.
- May be organized chronologically or by module or chapter
- Makes sense only to the student who created it and will use it

A memory aid is not meant to record all the facts, concepts or processes being tested. This means that a memory aid should NOT:

- Include specific examples of how formulas are used
- Should not include specific information being tested on (i.e. if memorizing the formula is being tested then should not have formula on memory aid)
- Include complete terms and definitions
- Include all information from the course (only the information the student is unable to remember)
- Be created to replace studying – because a memory aid will not help if a student has not studied the material

Once a memory aid is an approved accommodation by PACE and has been noted in the Faculty Notification Letter the steps below should be followed in order to use the memory aid for tests/quizzes:

- 1. Discussion with the Instructor** – It is the student's responsibility to meet with the instructor about the use of the memory aid early in the semester. The student should meet with instructor during instructor's office hours or other agreed upon time to discuss.
- 2. The student creates the memory aid** – Students should follow the recommended guidelines above and discuss with instructor as needed.
- 3. The memory aid is given to the instructor** – The instructor receives the memory aid prior to the test/quiz. Student and instructor should reach a mutually agreed upon deadline for when aid should be submitted to instructor for review before each scheduled test/quiz. Be sure to consider a reasonable amount of time based on when the information on test will be disseminated.

4. Instructor approves memory aid - Instructor can then edit memory aid as needed based on learning objectives for each test/quiz. If the memory aid is deemed acceptable and maintains the integrity of the test/quiz, the instructor will return to student. Return of memory aid to student should be within a reasonable timeframe prior to the test/quiz date. If use of a memory aid is not acceptable based on content of test/quiz, student and the instructor are encouraged to work together to find alternatives to support the student's needs.