

Memory Aid Accommodations

What is a Memory Aid?

Memory Aid may be a reasonable accommodation for students who have documented disabilities that affect memory (rote memory, sequencing memory, working memory, and /or long-term memory). This accommodation allows the student to use a Cue Sheet to demonstrate knowledge of course material by helping prompt the student's memory, but not by providing the answers. This accommodation is not intended to reduce academic requirements or alter the standards by which academic performance is assessed.

What Does a Memory Aid Look Like?

The memory aid is a cue sheet which is typically small, such as 3"x 5" in index card or one-half page of 8 ½ x11" paper with the approved prompts written on the front and back.

Accommodation for memory aid size can be adjusted for those with a visual disability who made need a larger amount of space to read.

Memory Aids do not serve as a substitute for studying. They do not Include student's class notes, lectures notes, class slides, old homework, or textbooks in the testing environment.

What Can be on a Cue Sheet

Prompts- memory aids that help the student to recall information they have studied.

Information, such as formulas, that students must demonstrate the ability to apply, if memorizing them is not part of the learning objective/outcome.

At the discretion of the instructor, the memory aids may or may not include

- Acronyms
- short phrases
- pictures
- schematic diagram
- formulas
- names
- definitions
- tables
- sample questions
- schematic diagram
- key terms/work charts

What Can't be on a Cue Sheet

- Information, such as formulas, that must be memorized to satisfy the essential learning objective/outcome of the course
- Listed steps for how to work problems
- Specific examples how formulas are used
- Copied pages from textbooks
- Complete terms and definitions

Process for Use of a Memory Aid

Student's Responsibility

- Meets with ARC director to discuss request for memory aid
- Learn course materials
- Discern which materials may require cues or memory prompts
- Write the cue sheet
- Submit the cue sheet to the instructor for editing and final approval, at least 4 days prior to the quiz/test/exam

Instructor's responsibility

Cue sheets must be reviewed and approved by the instructor of the course. The reason for this is because the instructor determines the learning objectives and essential requirements of the class. Instructors must review the cue sheet. Instructors may choose to remove memory clues that are deemed essential learning objectives/outcomes for the course. Note: It is understood that some courses may not lend themselves to the use of cue sheets.

Instructors will do one of the following:

- Approves the cue sheet as is, initial it, and return it to the student to bring with them for the test.
- Removes Information that the instructor has deemed inappropriate and return it to the student for revisions.

ARC Responsibility

- Approve Memory Aid as an accommodation based on the student's documentation.
- Send a Letter of Accommodation to the instructor with Memory Aid stated as an accommodation.
- Allow the instructor approved memory aid during the test taken at the ARC. Making sure the student follows all the ARC test taking procedures.
- If the student arrives at the ARC testing room with a cue sheet that has not been initialed, we will try to contact the instructor for confirmation.
- All cue sheets used during testing will be attached to the test and returned to the instructor, if a student has used a cue sheet that has not been approved, the teacher may choose to not accept the test.

What to do When there is a disagreement

If there is a difference of opinion between the student and Instructor regarding the cue sheet, then both will meet with the ARC Advisor to discuss it, with a copy of the cue sheet and a copy of the classes' syllabus.

If an instructor has concerns or questions regarding the memory aid accommodation, they should meet with the ARC Advisor along with a full copy of their classes' syllabus.