
DISABILITY ACCESS SERVICES- MEMORY AID PROCEDURE

For students who have a documented disability that affects memory, using a memory aid/cue sheet may be a [reasonable accommodation](#). The memory aid/cue sheet allows the student to demonstrate knowledge of course material by helping prompt the student's memory, not by providing the answer.

Requesting a Memory Aid/Cue Sheet Accommodation

The student with a disability is required to register with Disability Access Services (DAS) and provide documentation of their disability and the need for a memory aid/cue sheet.

The following is taken into consideration when determining if a memory aid/cue sheet accommodation is appropriate:

- The student has a documented deficit in rote memory, sequencing memory, working memory, and/or long-term memory to recall information that would otherwise be inaccessible to them in a testing situation.
- Concerns from the faculty member that the memory aid/cue sheet will lower standards, compromise an essential component of or fundamentally alter a course or program.

A memory aid/cue sheet is considered on a case-by-case basis and is course specific. DAS will determine if this accommodation request is reasonable in conjunction with the faculty member. It should be noted that the determination of an accommodation being unreasonable is an institutional decision that must be made within legal parameters and the faculty member should not unilaterally attempt to implement a judgement that an accommodation is unreasonable.

The faculty member will be notified that the accommodation has been approved via an Accommodation Letter that the student with a disability should provide the faculty member with as soon as possible. This accommodation is not considered valid until the faculty member receives the Accommodation Letter.

Student and Faculty Roles/Responsibilities

DAS office will provide the faculty member with their Accommodation Letter noting the approval of a memory aid/cue sheet accommodation. If the faculty member has concerns about the prescribed accommodation, they will contact DAS in a timely manner to discuss.

The student and faculty will collaborate regarding which quizzes/exams a memory aid/cue sheet is appropriate for and will schedule a time before each designated quiz/exam to discuss permissible information for the document.

Process to create a memory aid/cue sheet:

1. The student creates the memory aid/cue sheet and will provide a draft to the faculty member a minimum of 72 hours prior to the exam. The faculty member can edit out unacceptable content (i.e. those that would be a fundamental alteration of the course's essential elements).

Any disputes regarding the content of the memory aid/cue sheet should include consultation with DAS.

Once a memory aid/cue sheet has been approved by the faculty member, the faculty member must maintain possession of the document until the quiz/exam is administered or provide the approved document to DAS should the student be testing in an alternative testing location.

Guidelines for a Memory Aid/Cue Sheet

A memory aid/cue sheet may be hand-written or typed. If typed, the font must be 12 point or larger and may only take up one side of an 8 ½" x 11" sheet of paper.

The faculty member must approve the memory aid/cue sheet and will determine what types of cues are appropriate (i.e. acronyms, short phrases, pictures, schematic diagrams, maps, names, definitions, tables, charts, key terms, formulas, etc.).

A memory aid/cue sheet is NOT meant to record the facts, concepts, or processes being tested. A memory aid/cue sheet will not:

- Exceed one page (single sided)
- Include specific examples of how formulas are used
- Include "answer sheets" or complete terms and definitions
- Include full course notes or all information from the course which is being evaluated
- Include open textbooks
- Serve as a substitute for studying

A proper memory aid/cue sheet will not be useful to the student unless the student knows and understands how to use the information it refers to.