

Memory Aid Accommodation Guidelines

What a Memory Aid is:

A memory aid is typically a piece of paper that:

- Can be handwritten or typed.
- Can include diagrams, mind maps, general formulas, acronyms, pictures, ext.
- Can be organized chronologically or by module or chapter.
- Only makes sense to the person who created it and will use it.
- Includes only the information that the student cannot remember.

What a Memory Aid is NOT:

A memory aid is not meant to record all the facts, concepts or processes being tested.

This means that a memory aid should not:

- **Exceed one page.**
- **Include specific examples of how formulas are used.**
- **Include complete terms and definitions.**
- **Include all information from the course.**
- **Be created instead of studying – a memory aid will not help you, if you have not studied the material.**
- **Include specific examples of how formulas are used (unless specific examples are allowed by the instructor).**

Only the mutually agreed upon memory aid will be allowed in the test. This means a student cannot bring other course materials into the test.

Steps that need to take place prior to the use of a memory aid

1. **Discussion with the professor.** The student will talk to the professor about the use of a memory aid and decide when the memory aid will need to be completed,

Memory Aid Accommodation Guidelines

prior to the exam. (The amount of days prior to the exam is to be decided on by the professor).

2. The Student created their memory aid.

- a. The student can do this on their own, or they can seek assistance by setting up an appointment with an Academic Coach in the Academic Support Center.

3. The Memory aid is given to the professor for approval.

- a. If the professor indicated changes, the student will make appropriate changes and resubmit the memory aid to the professor for approval.
 - i. The professor will determine whether information on a memory aid is acceptable if an item is unacceptable (meaning provides too much information), the item **MUST** be removed. The student and the professor may work together to find alternative to support the student's needs, but also maintain the integrity of the exam.

4. **IF THE STUDENT IS TAKING AN EXAM IN THE ASC:** The professor will turn in the memory aid with the pink sheet when they drop off the exam. If there is no memory aid given at this time, the student will not be allowed to use a memory aid on the exam.

Examples of Approved Memory Aids:

- Acronyms, Acrostics, Key Words ext.