University of Windsor | Student Accessibility Services

Formula Sheet Guidelines

Definition:
A formula sheet is an appropriate accommodation when memorization of computational formula is not an essential learning objective for the course. A formula sheet is intended to allow students to demonstate their ability to apply formulas rather than retrieve them from memory.

Instructor will receive notification of an insturctor Approved Formula Sheet accommodation in the Faculty Notification Letter sent by SAS.

Formulas being evaluated cannot appear on the formula sheet; those not being assessed may be included for reference.

Formula sheets **MUST** be approved by the instructor. The student is responsible for submitting the formula sheet for review at least 14 **days** before the test.

If new content is presented in a lecture less than 14 days before the exam, the student may submit an **updated** formula sheet no later than 4 days in-advance.

What a Formula Sheet is:

✓ Completed on an 8.5 x 11 piece of paper, single sided

✓ Can be handwritten or typed in 10 or 12 point font

✓ Contains formulae used in the course

✓ Must be approved by the instructor

What a Formula sheet should NOT include:

✗ Specific examples on how formulas are used

✗ Additional course content outside of course formulas

University of Windsor | Student Accessibility Services

Note for Student:

Only the **Instructor approved formula sheet** will be permitted in the exam. Students cannot bring any additional course material to the test (unless permitted for all students). The formula sheet content is subject to the discretion of the instructor.

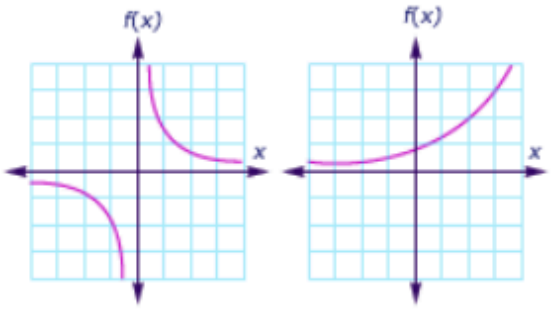
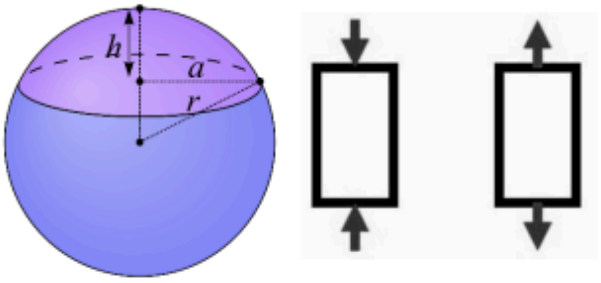
Student Responsibiliies

- [ ] Confirm use of a formula sheet is an approved accommodation
- [ ] Create a formula sheet that contains only approved content as outlined in the Formula Sheet Guidelines
- [ ] Submit a formula sheet to the instructor at least 14 days in advance of the test/exam
- [ ] Edit and revise the formula sheet if instructor has requested changes
- [ ] Student will be given 3 days to re-submit the formula sheet
- [ ] Include the formula sheet with the test when you hand it in to the proctor

Instructor Responsibilities

- [ ] Contact the student's SAS Advisor with any questions or concerns if neccessary
- [ ] Approve and or provide feedback to the student for changes
- [ ] Sign and date the Formula Sheet
- [ ] Submit the approved formula sheet to SAS through the **AIM portal** at least **24 hours** in advance of the exam.

Formula Sheet Examples

TYPE OF CONTENT	VISUAL
EQUATIONS: • Writing the testable equations can help connect concepts and improve application	Unlimited population: $CI = \hat{p} \pm z \times \sqrt{\frac{p(1-p)}{n}}$ Finite population: $CI' = \hat{p} \pm z \times \sqrt{\frac{\hat{p}(1-\hat{p})}{n'} \times \frac{N-n'}{N-1}}$
GRAPHS & CHARTS: • Developing visual representations of data can help determine concepts within course materials • Graphs and charts can depict large values of data in an understandable format for the student	
IMAGES & SYMBOLS: • A drawing or sketch of an image can help a student cue memory of particular concepts • Utilizing images/shapes to memorize formulas may be easier to grasp, as many students are visual learners.	

University of Windsor | Student Accessibility Services