



## Memory Aid Guidelines

### Definition:

Memory Aid is a testing accommodation to support students who have specific disability documentation that supports the use of a Memory Aid. Memory Aids give students an equal opportunity to demonstrate their learning in a testing situation by lessening the functional impact of the disability. This accommodation is not intended to reduce academic requirements or alter the standards by which academic performance is assessed.

### What a Memory Aid should NOT include:

- ✗ All the facts, concepts or processes being tested
- ✗ Specific definitions or complete terms
- ✗ Be created instead of studying
- ✗ Include all the information from the course

Memory Aids **MUST** be approved by the instructor. The student is responsible for submitting the memory aid for review at least **14 days** before the exam.

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

### What is a Memory Aid:

- ✓ Completed on an 8.5 x 11 piece of paper, single sided
- ✓ Can be handwritten or typed in 10 or 12 point font
- ✓ May include:
  - Diagrams
  - Mind Maps
  - Acronyms
  - Pictures
- ✓ Can be organized:
  - Chronologically
  - Module
  - Chapter
- ✓ **ONLY** makes sense to the person who created it



### Note for Student:

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

### Student Responsibilities

- Confirm use of a Memory Aid is an approved accommodation
- Create a Memory Aid that contains only approved content as outlined in the Memory Aid Guidelines
- Submit the Memory Aid to the instructor at least 14 days in advance of the exam
- Edit and revise the Memory Aid if the instructor has requested changes
- Student will be given 3 days to re-submit the Memory Aid
- Include the Memory Aid 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 necessary
- Approve and or provide feedback to the student for changes
- Submit the approved Memory Aid to SAS **through the AIM portal** at least 24 hours in advance of the exam.

# Memory Aid Examples

