MEMORY AID SHEET AS AN ACCOMMODATION
Procedures for Students

**Memory Aid Sheet:** The memory aid (or cue) sheet is intended to provide information to trigger the answer to a question on your quiz/test/exam. It is not intended to provide you with the answer. Memory aid sheets should not contain a synopsis of course material from your lecture notes or textbook/readings, but rather formulas or mnemonics that would enable you to recall information or to solve the problem.

**PROCEDURES:**

1. Your Accessibility Advisor will explain the policy and procedures to you in full.
2. Your instructors will be notified that you are approved to use a memory aid as an accommodation in the Letter of Accommodation sent by Accessibility.
3. You are to prepare a memory aid sheet (with the assistance of the learning strategist if necessary) that is one page, single-sided 8.5” x 11” page, written by hand or 12 size font type, double spaced.
4. You must submit your memory aid to your instructor **at least 3 business days before your test/exam or on a date specified by your instructor.** This will give your instructor time to review and approve your memory aid. If you do not submit it 3 business days before your test/exam, your sheet will not be approved and you will not be able to use it for your test/exam. You must also copy the Exam Coordinator (**accessexams.utm@utoronto.ca**) on the email message you send to your instructor.
5. Your instructor will review your memory aid sheet and will choose one of the following options:
   a) approve the memory aid sheet as is
   b) remove (delete, scratch out, or black out with a marker) information that the Instructor has deemed inappropriate
   c) disallow the memory aid sheet entirely because the memory triggers on the aid sheet are deemed to be essential criteria or learning objectives for the course

| You will not see the memory aid sheet or the changes that the instructor made to it until the start of the quiz/test/exam |

6. Once the memory aid sheet is approved by your instructor, the instructor must sign the page and return the memory aid sheet to Accessibility Services before the quiz/test/exam. When the quiz/test/exam is handed to you at the start of the quiz/test/exam, your memory aid sheet will be given to you as well.
7. At the completion of the quiz/test/exam, you will submit the memory aid sheet with the test to the invigilator.

**Please note – If your memory aid sheet is not approved prior to the day of the quiz/test/exam, you will not be permitted to use it**

UTM Accessibility Services