



## MEMORY AID SHEET AS AN ACCOMMODATION

### Procedures for UTM Students

#### What is a Memory aid sheet?

A **Memory Aid sheet** (or cue sheet) is intended to provide information to help cue the student to recall learned information. A memory aid sheet may be available to a student as an accommodation when substantial psychoeducational or neuropsychological testing documentation has been provided to Accessibility Services that demonstrates the functional impairments requiring this accommodation (see below for requirements).

A memory aid sheet is not intended to provide the student with an answer, nor is it intended to replace learning the academic material that is being tested. It may not contain explicit answers to questions or compromise essential information and/or skills being assessed by the test/exam.

The instructor for the course where a Memory Aid Sheet is being requested will review the Memory Aid Sheet as they are most familiar with the learning objectives and essential skills/knowledge to be demonstrated in the course.

The course instructor may approve, approve in part, or disallow a Memory Aid Sheet. Instructors can choose to remove material on the Memory Aid Sheet that is deemed an essential learning objective for the course. Please note that based on the learning outcomes of the course, access to a Memory Aid Sheet may not always be possible.

#### PROCEDURES:

*Note: if your course instructor permits all students in the class to bring a memory aid sheet, you are not required to complete these steps. However, please ensure that you note this when booking your tests/exams through AIMS.*

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 Sheet when you send out your Letter of Accommodation through AIMS
3. You are to prepare a Memory Aid Sheet (with the assistance of the Learning Strategist if necessary) and submit it to your professor a minimum of 3 business days in advance of the test via email

### Restrictions:

- A cue sheet can be no longer than one page of paper (8½ by 11-inch paper) double-sided or two single-sided pages of paper.
- A cue sheet may be handwritten or typed. If typed, the font may be no smaller than size 12 with one-inch margins.
- A cue sheet can include images/drawings/ symbols.
- A cue sheet may include mnemonics that cue recall.
- A cue sheet can be in colour or black/white.
- A cue sheet cannot be in pencil or erasable pen.
- A cue sheet must have approval of the instructor. See section on student instructions for details of the process.

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](mailto: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 essential criteria or learning objectives for the course.

### Things to keep in Mind:

- 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.


- Students are encouraged to communicate their Memory Aid Sheet needs with the course Instructor well in advance of the test to discuss what can be included on the sheet.

6. If the Memory Aid Sheet is approved by your Instructor, the Instructor must sign the page and return the Formula sheet to Accessibility Services before the quiz/test/exam. The approved Formula Sheet will be attached to the quiz/test/exam.

7. At the completion of the quiz/test/exam, you will submit the memory aid sheet with the test to the invigilator.

### Example of a Memory aid:

NOTE: This is just an example. We strongly encourage you to work with a learning strategist to develop your own formula sheet.

<p><u>Personalized Phrases</u> E.g. "K is powerful" To help you remember that the Krebs' cycle is a series of biochemical reactions that releases energy.</p>	<p><u>Mind Map</u> To help you recall concepts</p> <pre>graph TD; A((living things)) --- B[Grid]; A --- C[Hearts &amp; Stars]; A --- D[♀♂]; A --- E[♀♂ with slash]; A --- F[Sun]; A --- G[Mitochondrion]</pre>
<p><u>Images</u> E.g.  To help you recall the main parts of the water cycle</p>	
<p><u>Acronyms</u> E.g. I.P.M.A.T To help you remember the phases of mitosis: interphase, prophase, metaphase, anaphase, telophase</p>	

## Documentation Requirements for Memory Aid Sheet Accommodation

Cue sheets may be provided as an accommodation in instances where there is evidence of:

- An impairment (not weakness) in auditory, visual, or verbal memory recall/retrieval, which is usually demonstrated on formal psychoeducational or neuropsychological testing; or
- The presence of significant word retrieval/expressive language disabilities, which are identified on formal psychoeducational/neuropsychological or speech language communication assessments.
- Substantial documentation confirming disability-related functional impairments affecting recall of information or significant word retrieval deficits is necessary for consideration of this accommodation. Documentation provided must include formal test scores and have been completed **within five [5] years** of commencing studies and have been conducted **at 18 years of age or older using adult measurement tools and the testing was conducted in person (not virtually) with the full environmental controls of a psychological assessment Centre office**. An IEP document is not sufficient for provision of a cue sheet as an accommodation.