

## Memory Aids

### **Who Requires Memory Aids?**

Memory aids may be recommended as an accommodation for students with documented disabilities to recall information and demonstrate their knowledge of the course material. Typically students qualifying for this accommodations have a disability that may be causing deficits in the area of rote memory, sequencing memory, working memory, and/or long-term memory.

### **What is a Memory Aid?**

Instructors can think of a memory aid as a sort of “quick pocket reference” that will not be useful to the student unless they have knowledge of how to use the information it contains. It does not replace studying and preparing for the exam. This accommodation is not intended to reduce academic requirements or alter the standards by which academic performance is assessed.

### **What could a Memory Aid consist of?**

With approval from the instructor, the memory aide could be

- 3x5 index card, front and back
- Handwritten or typed
- Prompts recall but not contain the answers
- Acronyms
- Pictures or drawings (if pictures or drawings are not a requirement of the exam) etc.

Memory aids are often small to ensure the student includes information carefully and efficiently in the aid during their preparation for the test. A proper memory aid will not be useful to the student unless the student knows and understands how to use the information it refers to. If the student doesn't understand the course material, a memory aid will not help. The memory aid would allow the student to demonstrate knowledge of course material by helping to trigger the student's memory. The instructor must approve the memory aid in advance of the test.

### **What is Not a Memory Aid?**

- answer sheets
- full course notes
- open textbooks
- A substitute for study and preparation for the exam. (The memory aid will not help you if you have not studied the material.)

### **How Are Memory Aids Developed and approved?**

**The student must create their own unique memory aid and have it approved by the instructor at least one week in advance.** The instructor must approve the memory aid (to make sure it is not giving away answers, or impacting the integrity of the exam). The student and the instructor together work out the final version. Once approved, the instructor signs the memory aid and attaches it to the exam to send to DSPS.

The contents of a memory aid need the instructor's approval to ensure it does not compromise the integrity of the course/ test. It is understood that in some circumstances the study material may not lend themselves to the use of memory aids.

### **When Should Instructors Approve Memory Aids?**

The student and instructor are advised to discuss and review the memory aid at least one week ahead of the test. Once approved, the instructor signs the memory aid and attaches it to the test/exam to send to DSPS. DSPS will provide the memory aid along with test when the student comes in to have their test proctored.