

## **ACCESSIBILITY SERVICES – ST. GEORGE CAMPUS MEMORY AID SHEET POLICY**

A memory aid or cue sheet is intended to provide information to trigger the answer to a question. It is not intended to provide the student with the answer. A memory aid should not contain a synopsis of course material, but rather provide a cue to definitions and formulae that would enable the student to solve the problem or generate a response.

Some students registered with Accessibility Services have medical or psychological documentation stating that they could benefit from a memory aid. These are usually students who have significant memory problems affecting their ability to retain definitions and formulae.

The Disability Counsellor works with the student and the student's instructor by providing reasonable accommodations in order to give the student the opportunity to satisfy the essential requirements of the course, which in this case, includes the use of a memory aid.

**If information on the memory aid is deemed to be an essential learning objective or outcome of the course, it should not be allowed.** For example, if the learning objective or outcome of the course is to know the formula, it should not be allowed on the memory aid; however, if the learning objective or outcome of the course is to demonstrate the ability to apply the formula, then it could be allowed.

**Memory aids are reviewed by the instructor and each page must be signed if approved,** since the instructor is the one who decides the learning objectives or essential requirements of the course. Instructors can choose to remove memory triggers that are deemed to be essential learning objectives for the course. It is understood that the nature of some courses does not lend itself to the use of memory aids.

### **What are the steps in the process for a student to receive approval for a Memory Aid to use during a test or exam?**

1. The student is registered with Accessibility Services and has the Use of a Memory (with signature) listed as an accommodation.
2. The student provides the letter of accommodation to the faculty member.
3. The student prepares a memory aid sheet in advance of the test or exam and gives it to the faculty member to review.
4. The faculty member reviews the aid sheet and either approves it or asks for revisions to the aid sheet from the student.
5. If there are issues or concerns, the student and faculty member may be in contact with the disability advisor (contact information is listed at the bottom of the Letter of Accommodation)
6. Once a decision has been reached about the use or content of an aid sheet, the faculty member sends it to Test and Exam Services via email or when providing the test or exam material to [test.exam@utoronto.ca](mailto:test.exam@utoronto.ca)
7. Any aid sheet used during a test or exam is returned along with exam materials upon completion.