

Instructions for Professors in Reviewing a Cue Sheet as an Accommodation

When a student is registered with Accessibility Services and has been approved for the use of a Cue Sheet, this accommodation will be specifically outlined on the Letter of Accommodation. A professor should request a copy of this letter before agreeing to review a cue sheet. Even when a student has this accommodation, a cue sheet must be reviewed and approved for every test or exam by the respective professor.

A student should send their professor the proposed cue sheet ideally by email (if possible) **at least seven [7] business days** in advance of the test/exam. In some cases, the student will present a paper copy of the cue sheet.

A cue sheet must meet the general size/length requirements outlined in the Cue Sheet Policy on the Accessibility Services website.

When you receive a cue sheet, please choose one of the following responses:

1. Approve the cue sheet as it.

OR

2. Cross out information that you deem is being directly assessed on the test or compromises or totally outlines some of the essential material being measured on the test/exam.

OR

3. Disallow the cue sheet in its entirety because the cues are deemed to be essential criteria being measured on the test/exam.

Notification of approval status

Professors shall notify the student as to the result of the review **within three [3] business days** of receiving it, in order to allow for revisions and/or to allow the student to prepare for the examination.

Once the professor approves the cue sheet, the professor shall email or scan both the cue sheet (detailing the student's name, course code/section and test/exam date) and a copy of the test/exam to Test and Exam Services (TES) at test.exam@utoronto.ca **two [2] business days prior** to the test/exam date.

If a cue sheet includes colours and cannot be emailed in colour to TES, please scan and email a copy to TES and have the student bring the original with your initials on each page to their test/exam. In this case, the professor must advise the student to pick up the original initialed cue sheet from them.

Following the test or exam

Following the test, TES returns tests and the cue sheet to the instructor for marking. For final exams, cue sheets are sent with the completed exam to the faculty.

If you have any questions or concerns, please contact the student's Accessibility Advisor (contact information listed on the student's Letter of Accommodation) or Accessibility Services by phone at 416-978-8060.

Please note: Information learned in the academic subject and the cue sheet provide assistance in accessing stored information studied by the student in preparation for the test/exam.