

Instructions for Students Requesting a Cue Sheet as an Accommodation

Once a student has provided the necessary documentation, the accommodation of consideration of a cue sheet will be added to the student's Letter of Accommodation. It is helpful if a student presents this letter to their course instructor early in the course if they will require consideration of this accommodation.

Things to keep in mind:

- When a student has a test/exam for which they would like a cue sheet considered, the student shall prepare and then submit a copy of the proposed cue sheet to the course instructor.
- Proposed cue sheets should be submitted at least **seven [7] business days** in advance to the professor ideally as an attachment to an email.
- If the cue sheet cannot be attached or scanned to the professor, the student should present the cue sheet in person (It is recommended that the student make a copy of the cue sheet for their records and for studying purposes).
- Students should watch their email for a response from the instructor in case the cue sheet is not approved, requires a revision or the professor has questions.
- If the professor partially approves the cue sheet, prepare the revised version, paying attention to the corrections/limitations the professor suggests.
- The student should submit the revised version of the cue sheet to the professor **within 24 hours** of receiving the corrections
- If the cue sheet is not approved at all, the student should prepare for the test knowing no cue sheet can be used.
- If you are concerned about the reason(s) why the cue sheet was not allowed, please visit your Accessibility Advisor.

Please note: Students are responsible for making a copy of their cue sheets in advance of submission to their professor if they want to keep a copy for further use beyond the test in question.

[Academic Success](#) is a good source for strategies for test preparation and offers workshops, handouts and appointments with Learning Strategists to expand on a student's skills in this area.