



## MEMORY AID SHEET AS AN ACCOMMODATION Procedures for Students

**Memory Aid Sheet:** The memory aid (or cue) sheet is intended to provide information to trigger the answer to a question on your quiz/test/exam. It is not intended to provide you with the answer. Memory aid sheets should not contain a synopsis of course material from your lecture notes or textbook/readings, but rather formulas or mnemonics that would enable you to recall information or to solve the problem.

### PROCEDURES:

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 as an accommodation in the Letter of Accommodation sent by Accessibility.
3. You are to prepare a memory aid sheet (with the assistance of the learning strategist if necessary) that is up to two 8.5" x 11" pages, single sided or one 8.5" x 11" page double-sided, written by hand or typed using 12-point font and double spaced.
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 ([accesssexams.utm@utoronto.ca](mailto:accesssexams.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 to be essential criteria or learning objectives for the course

**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**

6. Once the memory aid sheet is approved by your instructor, the instructor must sign the page and return the memory aid sheet to Accessibility Services before the quiz/test/exam. When the quiz/test/exam is handed to you at the start of the quiz/test/exam, your memory aid sheet will be given to you as well.
7. At the completion of the quiz/test/exam, you will submit the memory aid sheet with the test to the invigilator.

**Please note – If your memory aid sheet is not approved prior to the day of the quiz/test/exam, you will not be permitted to use it.**