

Memory Aids as an Exam Accommodation

What is a Memory Aid?

A Memory Aid is a tool to trigger information that the student has studied but may have difficulty recalling due to processing deficits with memory. A memory aid's purpose is to cue a student's memory of complex, multi-step terms, formulae or concepts that are not part of common knowledge and would be difficult to recall in a timed setting.

Memory aids are cues to a larger body of information and will not be useful to the student unless the student knows and understands how to use the information the memory aid contains. **If the student does not know the course material, the memory aid will not be beneficial.**

What is a memory aid in one situation could be an answer sheet in another. If, for instance, the purpose of a test is to discover whether or not the student knows the definitions of certain terms, having those words and terms on a memory aid would make it an answer sheet and, therefore, not allowable. If the definitions were written but not connected to the terms to be defined in any way, this may be allowable, since it will trigger the memory of the correct term. The ideal memory aid would make no sense to anyone but the student who created it.

What does a memory aid look like?

A memory aid is typically an 8 ½" x 11" piece of paper that may contain:

- acronyms
- mnemonics
- short phrases
- pictures
- drawings
- schematic diagrams
- mind maps
- names
- definitions
- tables
- charts
- key terms
- certain formulae
- category headings

Memory Aids are not:

- full course notes
- answer sheets
- substitutes for studying
- open textbooks
- an exemption to knowing the course material

The memory aid must be provided to the Professor for approval at least one week prior to the scheduled exam. **The approved memory aid is to be submitted directly from the Professor to Access and Inclusion Services with the student's exam.**