Use of a Memory Aid
(Formula Sheet, Fact Sheet and /or Word List)

Purpose

A memory aid or formula sheet is a type of aid used to trigger the recall of the information a student has studied. The purpose is not to provide the student with the answer but rather a mechanism to retrieve what is already stored in their long-term memory.

Rationale

Some students registered with SAS have a documented need for a memory aid/formula sheet to compensate for significant memory processing deficits, such as sequencing, working memory or long-term memory retrieval.

*Note: The type of Memory Aid supported by the student's documentation will be indicated on the student's Confidential Accommodation Form (i.e. a Formula Sheet, Word List and/or Fact Sheet).

Fact Sheets and/or Word Lists

May include acronyms, abbreviations, diagrams, tables, charts, category headings, lists of steps in a procedure, key terms and/or names for example. **Full definitions and/or memory banks are <u>not</u> permitted.**

Formula Sheets

May include formulae, but solved equations are not permitted.

> **If information on the aid/formula sheet is determined to be an essential course requirement, it should not be allowed.** Essential course requirements include the "knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the course" (Oakley, Parsons & Wideman, 2012).

Roles and Responsibilities

It is recognized that due to the nature of some courses' stated learning outcomes, the creation of a memory aid/formula sheet will require significant communication and collaboration between instructor, the student and SAS.

Student Role

Students are responsible for meeting with the Instructor <u>at the start of the semester</u> to review how this accommodation may be supported in the course. They are also responsible for working with the Instructor in developing and submitting their Memory Aid for approval **a minimum of 10 days prior to an assessment** (SAS advisor can be included). The Student is also responsible to submit the signed approved Memory Aid to the SAS office prior to the assessment.

Student Accessibility Services
Thunder Bay: sas@lakeheadu.ca
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Instructor Role

The instructor reviews the student's Memory Aid in advance of an assessment to determine if the Memory Aid may be approved or requires revisions to maintain course integrity. The instructor signs the student's Memory Aid to signal their approval. Instructor may notify SAS of approval. Signed Memory Aids will be submitted with the student's assessment to the instructor.

SAS Role

The SAS advisor supports the student and instructor through the process, and may be included in correspondence. They are also responsible for notifying invigilators that a signed or approved aid will be permitted in assessment.

Test & Exam Procedures

Memory aids <u>must be submitted to the course instructor for approval a **minimum of 10 days**</u> before the student is to write the assessment.

1. The student works on the Memory Aid in advance of their test. The student may email the sheet as a pdf. file to the Instructor, and carbon copy SAS (if needed), or bring a physical copy to their instructor depending on instructions received from instructor at the begging of the semester regarding this accommodation.

2. The Instructor reviews the sheet and either approves the sheet or advises the student to make certain revisions and resubmit the sheet.

3. When approved, the Instructor signs the Memory Aid and returns it to the student and/or notifies SAS via email.

4. The SAS advisor makes note that the Memory Aid has been approved.

5. The student brings the signed Memory Aid into the assessment and submits it in with the completed assessment.

References

Oakley, B., Parsons, J. & Wideman, M. (2012). Identifying Essential requirements: A Guide for University Disability Service Professionals. Inter-University Disability Issues Association (IDIA). University of Trent University Student Wellness Centre (2015). Cue/Formula Sheet Policy