INSTRUCTOR FACT SHEET
MEMORY AID AS A TESTING ACCOMMODATION

PURPOSE

The purpose of a memory aid is to facilitate the recall of information due to significant documented deficits in rote memory, sequencing memory, working memory, and/or long-term memory recall. A memory aid is not intended to give a student an unfair advantage or reduce/alter essential academic standards or requirements.

MEMORY AID AND ESSENTIAL ACADEMIC REQUIREMENTS:

In order to determine the reasonableness or appropriateness of a memory aid, it is important for the student to meet with his/her instructor. It is important for the student to have a sense of what memory aid(s) he/she feels would be helpful in light of the course material. It is important for the instructor to review a request for the use of a memory aid(s) in light of the essential academic standards or requirements for the course. If the instructor determines that remembering the information requested as a memory aid(s) is deemed an essential learning objective or outcome of the exam and/or course, the memory aid(s) may not be allowed. It is understood that the nature of some courses do not lend themselves to the use of a memory aid(s).

EXAMPLES:

If the learning objective or outcome of the exam and/or course is to know a formula, the formula should not be allowed as a memory aid. If, however, the learning objective or outcome of the exam and/or course is to demonstrate the ability to apply a formula, then the formula could be allowed as a memory aid.

If a learning objective is it to determine whether or not a student knows specific definitions, access to a list of terms and their respective definitions as a memory aid would make it an answer sheet and therefore, not a memory aid. If, however, the definitions were written, but not connected in any way to the terms, the definitions could be allowable as a memory aid.

A memory aid could be:

- acronyms
- acrostics [sentences or phrases made-up to represent the first letter in each word of information to be remembered]
- short phrases
- pictures
- schematic diagrams
- names
- definitions
- tables
- charts
- key terms/words
- formulae
- example questions

A memory aid is not:

- a textbook(s)
- course notes
- a synopsis of course material
- a substitute for studying
- an exemption from knowing and understanding the course material
- an answer sheet

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