# Cascadia College Student Accessibility Services logo

# Memory Aid Accommodation

## Description:

All students are responsible for fulfilling the essential requirements of their courses, including taking exams. However, the format of some exams may pose a barrier to students with a disability associated with memory and recall. Memory aids allows students to demonstrate their understanding of course materials by prompting their memory, not providing the exact answer. This accommodation is not intended to reduce academic requirements or alter the standards of the course requirements.

## Procedures:

1. Accommodations are not applied retroactively. For example, if you give the Accommodation Letter to your instructor week 5, your professor is not obligated to apply accommodations week 1-4 of the quarter. SAS advises students to discuss this accommodation with their instructors at the beginning of the quarter.
2. A memory aid is one 3x5 double-sided notecard with which can feature diagrams, mind maps or formulas, which can trigger memory recall. Memory aids must be hand-written, not typed. Memory aids will be submitted to the instructor after the completion of the exam.
3. Students are responsible for securing the instructor’s approval, if the instructor requests to review the memory aid before exam dates. If approval is required, students need to acquire approval by the class session before the exam. Memory aids must be initialed by the instructor to be permitted in the SAS Testing Center. Students must schedule and their exams/quizzes in the SAS Testing Center to access a memory aid.
4. Instructors may provide feedback to the student about what is or is not allowed on the note-card accommodation. Students are encouraged to request feedback from their instructor to ensure any core components of the course are not compromised by the memory aid.

## What a Memory Aid is NOT:

A memory aid is not meant to record all required facts, concepts or processes being tested. This means a note-card accommodation should NOT:

* Exceed more than one 3x5 note-card, both sides
* Serve as an answer sheet
* Include copied pages from text-books
* Include student’s class notes, lecture notes, or slides
* Serve as a substitute for studying
* Include open textbooks
* Include practice exams
* Include access to homework materials in the testing environment
* Contain full and complete synopsis of course materials

*\*Note: If an instructor allows notecards on an exam, students with this accommodation cannot use a second one in the SAS Testing Center.*