

## Memory Aid/Cue Sheet Overview

Memory aids/cue sheets are used by students with a specific disability that inhibits their recall function. It is used as a tool to help students elicit information that they have studied but cannot evoke due to their disability; it is NOT a note page or cheat sheet. The memory aid does not provide answers to test questions and can vary in how much specific information is included. It is not intended to reduce academic requirements or alter the standards by which academic performance is assessed.

### Memory Aid/Cue Sheet Accommodation Eligibility

(1) Students submit an application to OAS that includes documentation of a diagnosed disability that currently impacts memory function. (2) An Accessibility Specialist reviews that documentation and verifies that it is from a qualified provider. (3) Students meet with an Accessibility Specialist to discuss how the disability impacts them academically. The student must demonstrate an inability to recall information, rather than a deficit alone.

Specifically, this accommodation is approved for students who demonstrate that they experience substantially limited (rote, sequencing, working, and/or long-term) memory function because of their disability. If approved, the Accessibility Specialist will discuss the expectations and responsibilities of using the Memory Aid accommodation with the student. Students may have a memory aid accommodation for one term or throughout their time at FSU depending on the nature of their disability.

### Expectations and Responsibilities of Memory Aids/Cue Sheets

<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• Reach out to the instructor to ask about expectations for timelines and content.</li> <li>• Create a one-sided 8.5x11" draft and send it to the instructor for review at least 3-5 business days before the exam.</li> <li>• Implement instructor feedback and send revisions promptly for review.</li> <li>• Ensure instructor has sent final draft to OAS.</li> </ul>	<p><b>Instructors:</b></p> <ul style="list-style-type: none"> <li>• Make expectations about timelines and content clear.</li> <li>• Provide prompt and clear feedback on draft content.</li> <li>• Indicate whether a draft is approved.</li> <li>• Email the approved memory aid to <a href="mailto:OAS-Testing@fsu.edu">OAS-Testing@fsu.edu</a> or upload it to the <a href="#">OAS Portal</a> with the exam.</li> </ul>
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### Do's and Don'ts of Memory Aids/Cue Sheets

<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Allow for <u>mnemonic devices</u> (e.g. PEMDAS for order of operations in math) that help the student remember information without directly providing test information.             <ul style="list-style-type: none"> <li>○ Appropriate options vary based on the material but include: acronyms, phrases, images, diagrams, formulas, names, definitions, tables, sample questions, terms, etc.</li> </ul> </li> <li>• Allow things like formulas and/or names of formulas as appropriate for each test.</li> </ul>	<p><b>Do NOT:</b></p> <ul style="list-style-type: none"> <li>• Deny a student's right to the accommodation</li> <li>• Create the memory aid independently without input from the student/instructor</li> <li>• Include/approve information that "gives away" answers</li> <li>• Allow the student to bring the memory aid directly to the OAS Testing Center</li> <li>• Approve a memory aid longer than one single-sided 8.5x11" page (unless modifications for visual impairment are needed)</li> </ul>
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