



Disabled Student Programs & Services

Instructor-Approved Memory Aid/Cue-Card as a Testing Accommodation

- The student has provided disability documentation to DSPS, and DSPS supports his/her request to use instructor-approved memory aid(s)/cue-card(s) as a disability accommodation.
- Students who experience a disability that compromises information processing and memory in specific ways may be eligible for liaison services in which DSPS confirms the potential legitimacy of an instructor approved memory trigger for use in tests or quizzes.
- This liaison service opens a conversation, but does not mandate an accommodation.
- **It will be up to the instructor to determine if the request is reasonable or not given the particular concepts or skills being assessed and the fundamental nature of the course and examinations.**

What is a Memory Aid?

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 points to. If the student does not know and understand the course material, a proper memory aid will not be beneficial. Memory aids can contain acronyms, short phrases, pictures, schematic diagrams or mind maps, names, tables, charts or key terms and certain formulae. Generally, they can be written or typed on a large index card and up to one single sided letter size page (8-1/2 x 11").

Memory Aids are not: full course notes, answer sheets, substitutes for studying, open textbooks.

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How Are Memory Aids Arranged?

1. The student's Letter of Accommodation (LOA) will reflect the use of a memory aid as a testing accommodation by stating "Instructor Approved Memory Aid".
2. If the accommodation is approved by the instructor, the student will develop a memory aid and present it to the instructor in person a week prior to each test. The student must consult with his or her instructor to review the content of the memory aid.
3. The instructor will provide feedback on memory aid content offering guidance on revisions if appropriate. The student and their instructor may negotiate the content; however, the student must delete any content that the instructor does not deem appropriate. A revised copy is then created by the student and submitted to the instructor for final approval.
4. In order for the student to use the memory aid for the test, the instructor must do one of the following:

For in-person tests:

- Collect, scan and upload the memory aid in the DSPS portal along with the test. Name the file, 'Memory Aid for STUDENT NAME.'
- Collect and hand deliver to DSPS main office (SS-160), along with test materials, at least one hour before the student's test time.
- Have the student hand carry the memory aid to their in-person test appointment. Proctors will require the instructor's signature or email confirming their approval.

For remote tests:

- Collect the final digital copy of the memory aid and email it to dsps-testbooking@pipeline.sbcc.edu no later than 24 hours prior to the test date. The memory aid will be shared with the student via Pipeline email during their remote test appointment and asked to download it for use during their test. 5. The original memory aid will be returned to the instructor with the completed test.

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If you have questions, please contact the DSPS Specialist who signed the student's accommodation letter.