



MEMORY AID (TESTING ACCOMMODATION)

WHAT DOES A MEMORY AID LOOK LIKE?

Typical memory aids are one side of an 8 ½" x 11" sheet of paper or a double-sided index card handwritten or typed in size 12 font unless large print or braille is also an approved accommodation.

Students are responsible for learning course material, determining which material may require triggers, developing the memory aid, and submitting it to instructors at least three business days before exams/quizzes to allow adequate time for review and approval.

Instructors are responsible for approving the memory aid. Instructors can choose to remove content deemed essential learning objectives for a course.

MEMORY AIDS COULD INCLUDE:

Memory aids can be diverse and include various elements such as acronyms, acrostics (sentences or phrases representing the first letter), short phrases, pictures, schematic diagrams, names, definitions, tables, charts, key terms/words not paired with definitions, formulae if the ability to apply the formulae is the objective, example questions.

MEMORY AIDS MAY NOT INCLUDE:

Memory aids should not include course notes, textbooks, specific examples of how formulas are used, complete terms and definitions.

PROCEDURE

1. The student creates the memory aid.
2. Student submits memory aid to the instructor at least three business days before the exam/quiz.
3. The instructor reviews the aid and makes whatever edits may be necessary. The student and the instructor may wish to discuss any edits.
4. The instructor approves the memory aid and submits the memory aid to the test proctor (access.testing@wsu.edu).
5. Following the completion of an exam, the memory aid is returned to the instructor along with the completed test

INSTRUCTOR CONSIDERATIONS

A memory aid is not to contain answers to tests or compromise the integrity of the exam in any way. The contents of a memory aid are at the instructor's discretion.

If you have any questions about memory aids, please contact the Alternative Testing Center at access.testing@wsu.edu or 509-335-8079.