

### Memory Aid and/or Formula Sheet

In accordance with the Ontario Human Rights Code (OHRC), students with disabilities are provided accommodations to compensate for the functional limitations of their disability. Academic accommodations such as a memory aid/formula sheet allow students who face difficulties with remembering information to cue and trigger their memory. This accommodation is intended to provide students with identified memory difficulties have an equal opportunity to demonstrate their learning competence during quizzes, tests, and exams without being restricted by their disability's limitations. Memory aids like other accommodations are not intended to reduce students' academic requirements or alter the standards of learning outcomes.

In order to comply with the OHRC requirements, students' accommodation needs, and essential requirements of the course/program, the following memory aid or formula sheet guidelines must be followed:

1. The medical documentation outlining student's need must be submitted to the Student Accessibility Office before the approval or use of a memory aid and/or formula sheet.
2. Students are responsible for creating their own memory aid or formula sheet.
3. Maximum one page (double-sided) 8.5 x 11inch.
4. Can be hand-written (legible) or typed (12 font size minimum).
5. Approved and signed by the professor before each quiz, test and/or exam.
6. Submitted to the Accessibility Office minimum 1 day in advance of the scheduled quiz, test and/or exam.
7. Returned with the quiz, test, and exam upon completion.

#### **Limitations**

The purpose of a memory aid or formula sheet is to trigger the student's memory to better recall information through mnemonics, drawings, acronyms, etc. that might be difficult to remember otherwise. It is not intended to record facts, concepts, procedures, etc. that the student might be expected to know for a course. If the information on a memory aid/formula sheet is deemed an essential learning objective or outcome of the course, it will not be allowed. E.g. if the outcome is to know a theory/concept than it cannot be noted on a memory aid, however, keywords, acronyms, pictures can be used to trigger the student's memory to recall the relevant areas of the theory.

#### **Best practices**

Memory aids and formula sheets are created individually by each student. Students must create their own and get them approved by the professor. A good memory aid or formula sheet is based on student's study notes and is unique to the student's individual needs. The ideal memory aid or formula sheet often does not make any sense to others. It includes acronyms, visuals, keywords, etc. that only the student who created it would understand and find it beneficial to trigger their memory. When it's useful to only one student, it is unlikely to be a cheat sheet or answer sheet.

By signing below, I \_\_\_\_\_ (student name) hereby acknowledge that I understand my responsibility and the procedure in using the memory aid as a testing accommodation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_