

**Canadore College Counselling and  
AccessAbility Services**

**Memory Aids as a Testing Accommodation**

**Student Information**

If a student requires a Memory Aid, the student must present his or her Counsellor/Learning Strategist with **specific documentation that supports this accommodation**. The Accommodations Memo to Faculty will identify if the student requires the use of a Memory Aid during tests and examinations. It is the student's responsibility to alert his or her Professors that this accommodation is included on the memo. ***The student must devise the Memory Aid and have it approved by the Professor in advance.***

**What is a Memory Aid?**

A Memory Aid is a tool to trigger information that the student has studied but may have difficulty recalling due to processing deficits with memory. Memory aids can contain acronyms, short phrases, pictures, schematic diagrams or mind maps, names, definitions, tables, charts or key terms, and certain formulae.

Memory Aids are cues to a larger body of information and will not be useful to the student unless the student knows and understand how to use the information the Memory Aid contains. ***If the student does not know the course material, the Memory Aid will not be beneficial.***

**What does a Memory Aid Look Like?**

Styles of Memory Aids may vary. Generally they can be written or typed on a large index card and up to one double sided letter size page (8 ½ x 11"). Typically the Memory Aid should be written or typed in a standard font size, e.g. 10 to 12 point font. The Professor can approve the dimensions of the Memory Aid.

Memory Aids are not:

- Full course notes
- Answer sheets
- Substitutes for studying
- Open textbooks

If the purpose of a test is to determine whether or not the student knows specific definitions, having those words or definitions on a Memory Aid would make it an answer sheet and therefore, not acceptable.

**Who Requires a Memory Aid?**

Memory Aids may be recommended for students with documented disabilities characterized by deficits in rote memory, sequencing memory, working memory and/or long-term memory. Disabilities that may affect memory include:

- Acquired Brain Injury

- Psychiatric disability
- Specific learning disability
- ADD/ADHD
- Medical conditions

Documentation must specifically recommend the use of a Memory Aid due to specific deficits.

### **How are Memory Aids Provided?**

The student must develop the Memory Aid in consultation with the Professor. The student may seek assistance from their counselor or learning strategist. The Professor is encouraged to provide feedback on the content of the Memory Aid. The student must complete the Memory Aid in advance of the test/exam.

The Professor provides final approval of the Memory Aid.

- If the student requires a memory aid, the student **must** write the test or exam in the Disability Services Test Centre.
- Once the Memory Aid is approved, the Professors will attach it to the test or exam.
- The Memory Aid will be returned with the completed test or exam.