**MEMORY AID FOR EXAMS**

**Description:** All students are responsible for fulfilling the essential requirements of their courses, including taking exams. However, the format of some exams may pose a barrier to some students with a disability. Therefore, it is important for the instructor, student, and accessibility counselor to engage in a collaborative process to engage in a collaborative process to determine the *possibility* of providing a student with a memory aid, which prompts the student’s memory during an exam, without providing the answer.

**Students:** As with all accommodations, we encourage you to share your *Determination of Accommodations* letter with your instructors at the beginning of each semester. 

 1. Notify your accessibility counselor as early as possible.

 2. Participate in a collaborative process with the instructor and your accessibility counselor.

 3. Create a Memory Aid Agreement, if appropriate.

 4. Maintain communication with your instructor and accessibility counselor throughout the semester.



**1. Notify your accessibility counselor as early as possible.** If you anticipate needing this accommodation for a specific course, please inform your accessibility counselor by completing and submitting the survey that is sent to you at the beginning of the semester or by emailing your counselor directly.

**2. Participate in a collaborative process with the instructor and your accessibility counselor.** Upon receiving your request, your accessibility counselor will email your instructor to schedule a time to meet to discuss the possibility of using a memory aid for exams. If needed, the collaboration can also occur via email or phone.

**3. Create a Modification of Course Attendance Agreement.** As part of this collaborative process, the instructor, student, and accessibility counselor will create a Memory Aid Agreement for one or more exams.

**4. Maintain communication with your instructor and accessibility counselor throughout the semester.** In order to best support you, please keep in communication with your instructor and accessibility counselor regarding the effectiveness of your memory aid.