**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 determine the *possibility* of providing the 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. Review your course syllabus as soon as you have access to it.

 2. If you believe you will need to use this accommodation during the term, email your instructor and accessibility counselor as early as possible.

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

 4. Create a Memory Aid Agreement, if the use of a memory aid is approved.

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



**1. Review your course syllabus as soon as you have access to it.** Some instructors will upload their syllabus to Blackboard before the course begins, while others email it to the class at the beginning of the term. Please look over each syllabus and try to anticipate a need to utilize this accommodation.

**2. If you believe you will need to use this accommodation during the term, email your instructor and accessibility counselor as early as possible.** If you believe you will need this accommodation due to the format of an upcoming exam, please email your instructor and accessibility counselor as soon as possible.

**3. Participate in a collaborative process with the instructor and your accessibility counselor.** In the email you send to your instructor, request to schedule a time to meet with your instructor and accessibility counselor to collaborate about the possibility of using a memory aid for exams.

**4. Create a Memory Aid Agreement, if the use of a memory aid is approved.** If the use of a memory aid is approved, the instructor, student, and accessibility counselor will create a Memory Aid Agreement that will list the parameters allowed on the memory aid. The memory aid itself will need to be submitted to the instructor for review one week prior to the exam date, whenever possible.

**5. 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.