

# MEMORY AIDS ACCOMMODATION GUIDELINES

## WHAT IS A MEMORY AID?

- A memory aid is a testing accommodation for students who have specific psychological/medical documentation that supports its use. Memory aids give students an equal opportunity to demonstrate their knowledge in a testing situation by lessening the impact of their disability. This accommodation is not intended to reduce academic requirements or alter the standards by which academic performance is assessed.
- The memory aid accommodation is determined by an Accessibility Counsellor and is listed in the Testing Accommodations section of the Letter of Accommodation (LOA).

The information in this document is intended to provide guiding principles. If you have any concerns regarding the memory aid accommodation, please contact the Accessibility Counsellor listed on the student's LOA.

**Disclaimer:** This aid is developed for use at Algonquin College but may NOT be accepted for use during Provincial/National Examinations.

**Need help?** Throughout this process, students can meet with a CAL Learning Strategist to discuss and develop supportive memory aids.

## WHAT ARE THE GUIDELINES FOR CREATING A MEMORY AID?

A memory aid is a tool designed by the student to cue the memory in testing situations. Students are still responsible for learning and understanding the material. A memory aid will not help you if you have not studied.

### **A memory aid is typically a page that:**

- ✓ Can be handwritten or typed on both sides.
- ✓ Can include student-created diagrams, mind maps, acronyms, pictures, etc. This material cannot be directly copied from the course content.
- ✓ Can be organized in the way that best suits the user (e.g. – by week, topic, chapter, etc.)
- ✓ Includes only the information that the user cannot remember.

### **A memory aid should not:**

- ✗ Record all the facts, concepts, or processes being tested.
- ✗ Include complete terms and definitions.
- ✗ Be created instead of studying.
- ✗ Be translated into a language other than English or the language of instruction.
- ✗ Include specific examples of how formulas are used.

**A memory aid only makes sense to the person who created it and will use it.**

Only the mutually agreed upon memory aid will be allowed in the test. This means a student cannot use other course materials.

## PROCESS FOR THE DEVELOPMENT AND USE OF A MEMORY AID

Once a memory aid is an approved accommodation on a student's LOA, the steps below can be followed in order to use the Memory Aid for tests/exams.

1. **Discussion with faculty.** The student will talk to their instructor about using a memory aid and determine when it will need to be submitted for approval.
2. **The student creates their memory aid.** This can be done independently or in consultation with a Learning Strategist.
3. **The memory aid is given to the instructor for approval.** If the instructor indicates changes, the student will make the changes and resubmit for approval.
  - Consultation around the development of the memory aid should be at least 7 days (or a mutually agreed upon timeline) before a scheduled test/exam.
  - The instructor will determine whether information on a memory aid is acceptable. The item must be removed if an item is unacceptable (meaning it provides too much information). The student and the instructor may work together to find alternatives to support the student's needs, but also to maintain the integrity of the test.
4. If the student is taking the exam supervised by CAL Test Services, **the following methods of submission are acceptable:**
  - The instructor can send the memory aid to CAL Test Services, either as a paper copy alongside the test or by email.
  - The student may bring a physical copy that the instructor has approved and signed. This copy will be returned to the instructor once the test is completed.




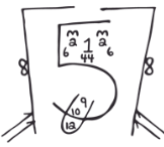
It is recommended that the student keep a copy of the memory aid for study purposes.

## DEVELOPING A MEMORY AID

**Please note:** A memory aid may only be used if it is currently listed on your Letter of Accommodation (LOA) as an accommodation!

### CREATING A MEMORY AID



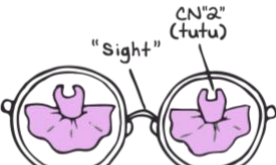
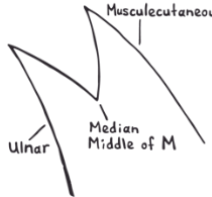




- Go through your course material and decide what information would be helpful to have on your memory aid
  - Remember!** Your memory aid can only be one sheet of paper, so limit your choices to those things that are difficult for you to remember.
- Create mnemonics that will help you remember information. The memory aid cannot contain actual information (terminology, definitions, facts) from the course materials. It also cannot include mnemonics introduced in the course.

Mnemonic Device	Example
<b>Acronyms</b> – an invented combination of letters where each letter is a clue to a term or idea	Names of the Great Lakes: <b>H.O.M.E.S.</b> (Huron, Ontario, Michigan, Erie, Superior)
<b>Acrostic</b> – a sentence created where the first letter of each word is a clue to an idea	The order of the planets: <b>My Very Energetic Mother Just Served Us Nine Pizzas</b>
<b>Key words</b> – a word that helps with the recall of important information. Use these three steps: <ol style="list-style-type: none"> <li>Identifying the information that needs to be remembered (the word “synapse”).</li> <li>Creating a key word that sounds similar to the target word and can be easily visualized (“synapse” and “naps”).</li> <li>Creating a simple picture of the key word interacting with the target word (i.e., a guy napping between neurons).</li> </ol>	<p><b>synapse</b> the space between two neurons</p>  
<b>Visuals</b> – a visual cue the mind uses to remember important terms or facts. It can be hand-drawn or an image found from another source. Material from the course cannot be used.	 <p><b>T.I.R.E.</b> represents the abdominal muscles: <b>T</b>ransversus, <b>I</b>nternal Oblique, <b>R</b>ectus Abdominus, <b>E</b>xternal Oblique</p> 

A memory aid does not spell out the course information, so it will not help you if you do not know what the mnemonic represents. Once your memory aid is created, study it!

## MEMORY AID EXAMPLE

(for an Anatomy & Physiology course)

WITH EXPLANATIONS - USED FOR STUDYING ONLY!	APPROVED BY PROFESSOR TO TAKE INTO EXAM
<ul style="list-style-type: none"> <li>Priorities for treating an injured person: <b>ABC</b> (Airway, Breathing, Circulation)</li> <li>The Carpal bones of the hand: <b>Sally Likes To Play The Tiny Chrome Harmonica</b> (Scaphoid, Lunate, Triquetrium, Pisiform, Trapezium, Trapezoid, Capate, Hamate)</li> <li>Treating a person in shock: <b>WART</b> (Warmth, ABCs, Rest and Reassure, Treatment)</li> <li>Pain history checklist: <b>OLDER SAAB</b> (Onset, Location, Description, Exacerbating factors, Radiation, Severity, Associated symptoms, Alleviating factors, Before (ever experience this before))</li> <li><b>Three B's Bend the elBow</b> (muscles that flex elbow): Brachialis, Biceps, Brachioradialis</li> </ul> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p><b>T.I.R.E.</b> abdominal muscles: Transversus, Internal Oblique, Rectus Abdominus, External Oblique</p> </div> <div style="text-align: center;">  <p>Fibula thin like a Flute, Tibia thick like a Tuba</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p><b>2nd Cranial Nerve is Sight</b> (I SEE 2 tutus)</p> <p>Cranial Nerve #2</p> </div> <div style="text-align: center;">  <p>The median nerve is the middle of a giant capital M</p> </div> </div>	<ul style="list-style-type: none"> <li>ABC</li> <li>Sally Likes To Play The Tiny Chrome Harmonica</li> <li>WART</li> <li>OLDER SAAB</li> <li>Three B's Bend the elBow</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>