



## SAINT LOUIS UNIVERSITY

CENTER FOR ACCESSIBILITY AND  
DISABILITY RESOURCES

### Memory Aids for Exams and Quizzes

For the implementation of the accommodation, the student will need to speak with their instructor on what may be reasonable within the specific class. In addition, students should provide a created memory aid to their instructor for approval prior to the exam two to three days before the exam date.

#### Working with Memory Aids in the Exam Environment

To implement the accommodation successfully, students need to do the following:

- **Communicate with Instructors:** Similar to all accommodations, students will need to request to utilize their accommodation for a memory aid to their instructors (preferably, as soon as possible).
- **Creating Guidelines of Memory Aid:** When students and instructors create guidelines, it is suggested that the following components are considered:
  1. When should the proposed memory aid be presented so that ample time can be given to consider the words/phrases listed of the sheet (this is typically forty-eight to seventy-two hours prior to an exam)?
  2. In what format should the memory aid be written (e.g., note card, small piece of paper, typed sheet, etc.)?
  3. Once approved, how will the aid be submitted to the testing center (provided with exam by instructor, emailed to testing center, signed, and provided to student, etc.)? – Please note that all aides will be returned to the instructor at the conclusion of the exam by the testing center.
- **Memory Aid Provides Direct Connection:** If there is a direct connection between the aid and the exam, then the instructor will have the discretion to revise the document. The two to three day period of submitting the document allows instructors and students the ability to discuss what information is reasonable to have placed on the aid.
- **Reasonable v. Unreasonable:** Give then nature of a memory aid, it is understandable that this accommodation may not be reasonable within certain classes. When determining the reasonable nature, accommodations are unreasonable if they will fundamentally alter the objectives of the course. Although the use of a memory aid is not a typical resource provided to all students taking a course (regardless of disability), the purpose behind the accommodation for those registered with our office is because there are deficits with working memory.

Students and instructors are encouraged to contact the Center for Accessibility and Disability Resources for memory aid questions or consultation:

Center for Accessibility and Disability Resources (CADR)

Busch Student Center, Suite 331

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