MEMORY PROMPT SHEET ACCOMMODATION GUIDE

SAS
STUDENT ACCESSIBILITY SERVICES
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What is a Memory Prompt Sheet?

A memory prompt sheet is a test accommodation used to support student who have verified challenges with memory. It is a tool used to trigger information that a student has studied but may have difficulty recalling due to cognitive processing deficits associated with memory and recall. The memory prompt sheet allows the student to demonstrate knowledge of course material by helping prompt the student's memory, not by providing the answer.

A memory prompt sheet gives students an equal opportunity to demonstrate their knowledge of course material on a test without taxing already compromised memory function. This accommodation is not intended to reduce academic requirements or alter the standards by which academic performance is assessed.

A proper memory prompt sheet will not be useful to the student unless the student knows and understands how to use the information to which it refers. It does not serve as a substitute for studying because a memory prompt sheet will not help if a student has not studied the material

How is accommodation for a memory prompt sheet approved?

The student must meet with an SAS counselor and present verification from a qualified professional which supports the request for this accommodation. The counselor will review the document and discuss the request for a memory prompt sheet with the student

The student is responsible for:

- Learning the course material
- Discerning which material may require memory cues
- Developing the cues and producing the sheet
- Securing the professor's approval of the sheet prior to the test

What a prompt sheet is not ...

A cue sheet is not meant to record all the facts, concepts, or processes being tested. This means that a cue sheet should NOT:

- Exceed one page (single-sided) in length
- Include specific examples of how formulas are used
- Include "answer sheets" or complete terms and definitions of content being tested
- Include full course notes or all information from the course with is being evaluated
- Include open textbook information

Size 3"x5" card or 85"x11" sheet

One-sided

Handwritten

Typed (12 pt font minimum)

Exceptions would be made for visual impairments

Instructor Considerations

Instructor may provide

Guidelines, suggestions, and recommendations

A prompt sheet should not

Contain a synopsis of course material, but rather mnemonics and prompts that would enable the student to get started

The ideal prompt sheet would

Most likely make little sense to anyone but the student

If remembering the information on the prompt sheet is deemed to be an essential learning objective of the course. It should not be allowed

Memory Prompt Sheets must be reviewed and approved by the instructor

What does a memory prompt sheet look like?

Styles of cue sheets may vary. Generally, they can be hand-written or typed on an index care and up to one side of a letter-size page (8.5" x 11"). Typically, the memory cue sheet should be written or typed in a standard font size (i.e. 12-point font) and double spaced. At the discretion of the professor, unless being tested on it. a cue sheet may or may not include:

- *Names*
- *Definitions*
- *Tables*
- *Sample questions*
- *Key terms/word charts*
- *Mnemonics*

- *Acronyms*
- *Short phrases*
- *Pictures*
- *Diagrams*
- *Formulas*
- *Sentence starters*

Procedures

1. Student meets with an SAS counselor

2. Student makes a Test Proctoring appointment in the Testing Center test wat least 5school days in advance, (or makes arrangements with the instructor.)

3. Student prepares prompt sheet for each test.

4. Student provides prompt sheet to the instructor for approval at least 24 hours in advance of each test.

5. Prior to the test, the instructor reviews the student's prompt sheet and chooses one of the following options:

- Approve prompt sheet as-is
- Request removal of information that would impact SLO's

6. Once approved the instructor will submit the prompt sheet along with the test to the SAS Testing Center

7. If the student attempts to use a prompt sheet NOT approved by the instructor, the prompt sheet will not be allowed.

8. The completed test & prompt sheet will be returned to the instructor.