



Memory Aid/ Cue Sheet Accommodation

What is a Memory Aid or Cue Sheet?

A memory aid (or cue sheet) is an accommodation designed to help students recall information they have already learned. It includes personalized prompts, such as acronyms, symbols, or images that trigger memory, rather than providing answers or course-specific content like a “cheat sheet.”

Cue sheets support students with documented memory challenges by allowing them to demonstrate their knowledge without being limited by recall difficulties. They do not reduce academic expectations and are only effective when the student understands the material.

Guidelines for an Appropriate Memory Aid or Cue Sheet:

- Personalized (only meaningful to the individual student),
- Includes brief cues or triggers to jog memory of material the student has already learned and understands (e.g., pictures, acronyms, symbols, etc.),
- Does not contain detailed information about facts, concepts, or definitions,
- Must be created by the student and approved by the instructor before each exam, and the instructor has the right to exclude information that is too detailed

The cue sheet should be a one-sided 8 ½" x 11" page, handwritten or typed, and in standard size 12 font and double-spaced. At the instructor’s discretion, it may or may not include acronyms, short phrases, pictures, schematic diagrams, formulas, names, or key terms/word charts. It may not function as an answer sheet, substitute for studying, or resemble an open-book resource.

Examples of Acceptable vs. Unacceptable Content:

- Acceptable: Acronyms (e.g., “HOMES” for Great Lakes), symbols, brief prompts
- Not Acceptable: Lists of definitions, detailed explanations, or answers to test questions

Instructor Considerations

Instructors have final approval over cue sheet content and may remove any content that conflicts with learning objectives or compromises the integrity of the course. If the student is taking the exam in the Testing Center, the instructor should send the approved cue sheet directly to Testing Services (testingservices@atu.edu).

Procedures:

1. Once a student is approved for a cue sheet through Disability Services, the accommodation will be listed in the student's accommodation letter.
2. For each exam, the student must submit the cue sheet to the instructor at least 3–5 business days in advance.
3. After review and approval, the instructor signs the cue sheet and submits it with the student's exam to the Testing Center prior to the test date.
4. Only instructor-approved cue sheets are permitted. Unapproved cue sheets will not be allowed in the Testing Center.
5. After the exam, both the test and cue sheet will be returned to the instructor.