FORMULA SHEET GUIDELINES:

Definition:

A formula sheet is an appropriate accommodation when memorization of computational formulae is not an essential learning objective for the course. A formula sheet is intended to allow students to demonstrate their ability to apply formulas rather than retrieve them from memory.

Instructors will receive notification of an Instructor Approved Formula Sheet accommodation in the Faculty Notification Letter sent by AccessAbility Services.

Formula sheets **MUST** be approved by the instructor. The student is responsible for submitting the formula sheet for review at least **10 business days** in advance of the test.

If new content is presented in lecture less than 10 business days in advance, the student may submit an updated formula sheet (for approval of updated content) no less than 2 business days in advance.

What a Formula Sheet is:

- ✓ Completed on an 8” by 11” piece of paper, single-sided
- ✓ Can be handwritten or typed in 10 or 12 point font
- ✓ Contains formulae used in the course
- ✓ Must be approved by the Instructor

What a Formula Sheet should NOT include:

- ☒ Specific examples on how formulas are used
- ☒ Additional course content outside of course formulas

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Note for Student:

Only the **Instructor approved formula sheet** will be permitted in the test. Students cannot bring any additional course material to the test (unless permitted for all students). The formula sheet content is subject to the discretion of the instructor.

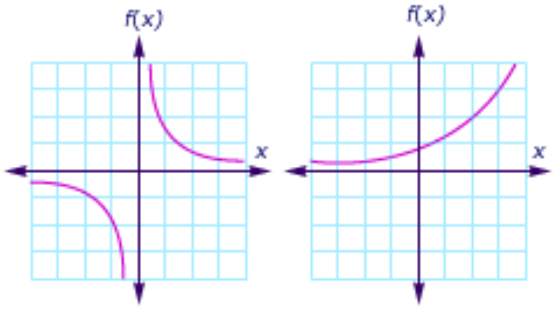
Student Responsibilities:

- ☐ Confirm use of a formula sheet is an approved accommodation
- ☐ Request classroom and testing accommodations, select Instructor Approved Formula Sheet as an accommodation for all applicable tests and exams
- ☐ Create formula sheet that contains only approved content as outlined in the Formula Sheet Guidelines
- ☐ Submit formula sheet to instructor at least 10 business days in advance of the test/exam
- ☐ Edit and revise the formula sheet if instructor has requested changes
- ☐ Student will be given 3 days to re-submit the formula sheet
- ☐ Include the formula sheet in with the test at the end of the testing period

Instructor Responsibilities:

- ☐ Contact AccessAbility Services with any questions or concerns
- ☐ Meet with the student to discuss formula sheet
- ☐ Determine whether the formula sheet compromises academic integrity. If the Instructor feels an item on the formula sheet provides a complete answer (v. cue or trigger), the Instructor must remove the item from the formula sheet
- ☐ Approve formula sheet
- ☐ Inform the student whether the formula sheet is approved, or if changes are required
- ☐ Sign and date the memory aid
- ☐ Submit the approved formula sheet to the AAS Exam Centre aas-exam@uwaterloo.ca no later than 2 business days in advance of the test

FORMULA SHEET CONTENT EXAMPLES:

TYPE OF CONTENT	VISUAL
EQUATIONS: • Writing the testable equations can help connect concepts and improve application	Unlimited population: $CI = \hat{p} \pm z \times \sqrt{\frac{p(1-p)}{n}}$ Finite population: $CI' = \hat{p} \pm z \times \sqrt{\frac{\hat{p}(1-\hat{p})}{n'} \times \frac{N-n'}{N-1}}$
GRAPHS & CHARTS: • Developing visual representations of data can help determine concepts within course materials • Graphs and charts can depict large values of data in an understandable format for the student	
IMAGES & SYMBOLS: • A drawing or sketch of an image can help a student cue memory of particular concepts • Utilizing images/shapes to memorize formulas may be easier to grasp, as many students are visual learners.