

MEMORY AID GUIDELINES:

Definition:

A memory aid contains retrieval cues that the student has developed to assist in the recall of previously learned information. A memory aid is not a 'cheat sheet' with facts that could alter the academic expectations of a course.

A memory aid shall not modify the essential requirements of a course.

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

Memory aids **MUST** be approved by the instructor. The student is responsible for submitting the memory aid for review at least **10 business days** in advance of the test.

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

What a Memory Aid is:

- ✓ Completed on an 8½" x 11" piece of paper, single-sided.
- ✓ Can be handwritten or typed in 10 or 12 point font
- ✓ Can include diagrams, mind maps, acronyms, mnemonics, pictures etc
- ✓ Keywords, pictures, phrases, acrostics, acronyms
- ✓ Makes sense only to the student that will be using it
- ✓ Includes information that cannot be remembered by the student
- ✓ Must be approved by the Instructor

What a Memory Aid should NOT include:

- Specific examples on how formulas are used
 - Complete terms or definitions
- OR**
- Be used in replace of studying
 - Be brought to the exam centre by the student
 - Located on a USB key

MEMORY AID GUIDELINES:

Note for Student:

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

Student Responsibilities:

- Confirm use of a memory aid is an approved accommodation
- Request classroom and testing accommodations, select Instructor Approved Memory Aid as an accommodation for all applicable tests and exams
- Create a memory that contains only approved content as outlined in Memory Aid Guidelines
- Submit their memory aid to their instructor at least 10 business days in advance of the test
- Set up an appointment with instructor to discuss the memory aid
- Edit and revise the memory aid if instructor has requested changes
- Students will be given 3 days to re-submit the memory aid
- Include the memory aid 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 the memory aid
- Determine whether the memory aid compromises academic integrity. If the instructor feels an item on the memory aid provides a complete answer (v. cue or trigger), the instructor must remove the item from the aid
- Approve the memory aid
- Inform the student whether the memory aid is approved, or if changes are required
- Sign and date the memory aid
- Submit the approved memory aid to the AAS Exam Centre aas-exam@uwaterloo.ca no later than 2 business days in advance of the test

TYPES OF MEMORY AIDS

TYPE OF MEMORY AID	VISUAL														
<p>CONCEPT MAP:</p> <ul style="list-style-type: none"> • Concept maps are personal learning document, which combine what one knows with what they are learning. • Concept maps connect concepts and terms to help one fully understand a concept and its parts. • Concept maps help individuals organize information. 															
<p>ASSOCIATIONS:</p> <ul style="list-style-type: none"> • Association is grouping or organizing concepts in a visual manner to help an individual see that parts of a whole. • Associations help individuals who have difficulty remembering the “whole/big picture” and are better at remember the individuals parts of a whole. 															
<p>ACRONYM</p> <ul style="list-style-type: none"> • An abbreviation using the first letter of each word • Easy to remember for recall purposes during examination 	<p style="text-align: center;">ELISA ENZYME-LINKED IMMUNOSORBENT ASSAY</p>														
<p>FIRST LETTER MNEMONIC:</p> <ul style="list-style-type: none"> • Initial letters are used as the initial letters of other words to make a meaningful phrase • Memorization of the name allows for memorization of the associated idea. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; background-color: #e0e0e0;">Mnemonic</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Please</td> <td style="padding: 5px;">P - Parenthesis</td> </tr> <tr> <td style="padding: 5px;">Excuse</td> <td style="padding: 5px;">E - Exponent</td> </tr> <tr> <td style="padding: 5px;">My</td> <td style="padding: 5px;">M - Multiplication</td> </tr> <tr> <td style="padding: 5px;">Dear</td> <td style="padding: 5px;">D - Division</td> </tr> <tr> <td style="padding: 5px;">Aunt</td> <td style="padding: 5px;">A - Addition</td> </tr> <tr> <td style="padding: 5px;">Sally</td> <td style="padding: 5px;">S - Subtraction</td> </tr> </tbody> </table>	Mnemonic		Please	P - Parenthesis	Excuse	E - Exponent	My	M - Multiplication	Dear	D - Division	Aunt	A - Addition	Sally	S - Subtraction
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CHAIN MNEMONIC:

- The information to be remembered is connected to something already known
- Chain Mnemonics are a visual representation of a connection that exist between a concept(s) that need to be remembered



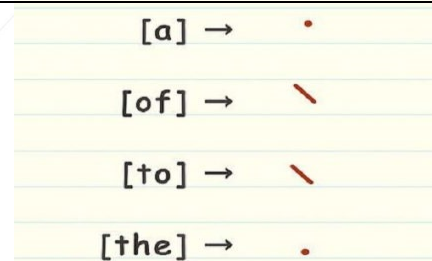
KEY-WORD METHOD:

- A valuable technique used to memorize the meaning behind vocabulary words
- Writing out key words and terms for a Memory aid. However, only key words can be written and not a definition of the key word.



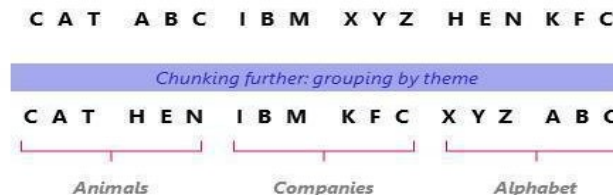
SHORT-HAND:

- Short-Hand is an abbreviated symbolic writing method.
- This writing method is a combination of abbreviations and symbols.



CHUNKING:

- This is a simple way of breaking down larger pieces of information into organized “chunks” of more easily managed information



GRAPHICS & DIAGRAMS:

- Drawn diagrams of testable content can help improve recall memory
- Doodling diagrams can help memorizing concepts and key words

