

ACCESS Victor Valley College

Memory Aid /Note Card(s) Policy

For Testing Accommodation

A memory aid, such as a note card(s), is a testing accommodation used to support those who have documented disabilities impacting memory. It is a tool used to trigger information that a student has studied but may have difficulty recalling due to cognitive processing disabilities and disabilities associated with memory and recall.

Disabilities that may affect memory include (but not limited to): Acquired Brain Injury • Psychiatric Disability • Specific Learning Disability • ADD/ADHD • Other Medical Conditions and Medications

The memory aid allows students to demonstrate knowledge of the course material by helping prompt their memory, not by providing the answer. It gives students an equal opportunity to demonstrate their knowledge of the course material on a quiz or exam without taxing their already compromised memory function.

****This accommodation is NOT intended to reduce academic requirement or alter the standards by which academic performance is assessed. A memory aid(s) accommodation will not be very useful to the student unless they have studied and understand how to use or engage with the information it refers to. If they do not already understand the course material, a proper memory aid(s) will not help.***

Memory aid(s) Policy:

1. Instructors may, if they so choose, ask to view and approve the memory aid(s) content before exam dates and sign their name on the card(s) with their approval. The ACCESS office recommends that the student and instructor discuss this accommodation together in advance of exams. *A typical memory aid would be a single-sided 3x5 card.*
2. Students are responsible for meeting with instructors to review their memory aid accommodation **prior** to their exam. (ACCESS accommodations sent to instructor via AIM email from student).
3. Students are responsible for learning course material, for discerning which material may require cues or triggers, and for developing the cues that will appear on the memory aid(s).

4. Students are responsible for securing the instructor's approval and signature on memory aid(s).
5. If the Instructor decides not to review the memory aid(s), the ACCESS office will presume that the memory aid(s) and its content are approved, and that the instructor trusts the student to develop cues that will trigger memory and accommodate their disability.
6. Memory aid(s) will be sent to the instructor, post exam, with the completed exam.

Memory aid(s) should NOT (unless otherwise approved by instructor):

- Include copied pages from text books
- Include class notes, lecture notes, or slides
- Serve as a substitute for studying the material
- Include open textbooks
- Include answer sheets from practice or previous exams
- Contain full and complete synopsis of course material.

Memory aid(s) may include:

- mnemonics, such as a pattern of letters, ideas or associations that assist in recalling information
- formulas that would enable the student to solve a problem
- short trigger word definitions

Any questions or concerns about this policy may be directed to:

ACCESS RESOURCE CENTER (Specialist or Counselor)
Victor Valley College
(760) 245 – 4271, extension 2212.