



Tramble Centre for Accessible Learning (TCAL) Memory Aid Guidelines

A **memory aid** is a tool (also called a cue sheet) used during tests or exams to help students with documented memory-related disabilities recall information they've already learned. It does **not** replace studying or understanding the course material. Professors can contact TCAL to confirm whether a student has a memory aid accommodation. Students don't automatically get to use an aid because they are registered with TCAL.

Format:

- One-sided, 8.5" x 11" sheet
- Typed and legible (handwritten may be allowed if clear and approved)
- Content must be meaningful only to the student who created it

Student Responsibilities:



- Confirm the use of a memory aid and the appropriate timeline with your professor at the start of term.
- Create the memory aid and submit it to the instructor by the agreed-upon date
- Be prepared to revise content if not approved
- Attend class and learn the course material

Instructor Responsibilities:

- Review the memory aid to ensure it follows academic integrity standards
- Provide timely feedback to the student
- Submit the approved aid to **cal@stfx.ca** ideally **48 hours** before the exam

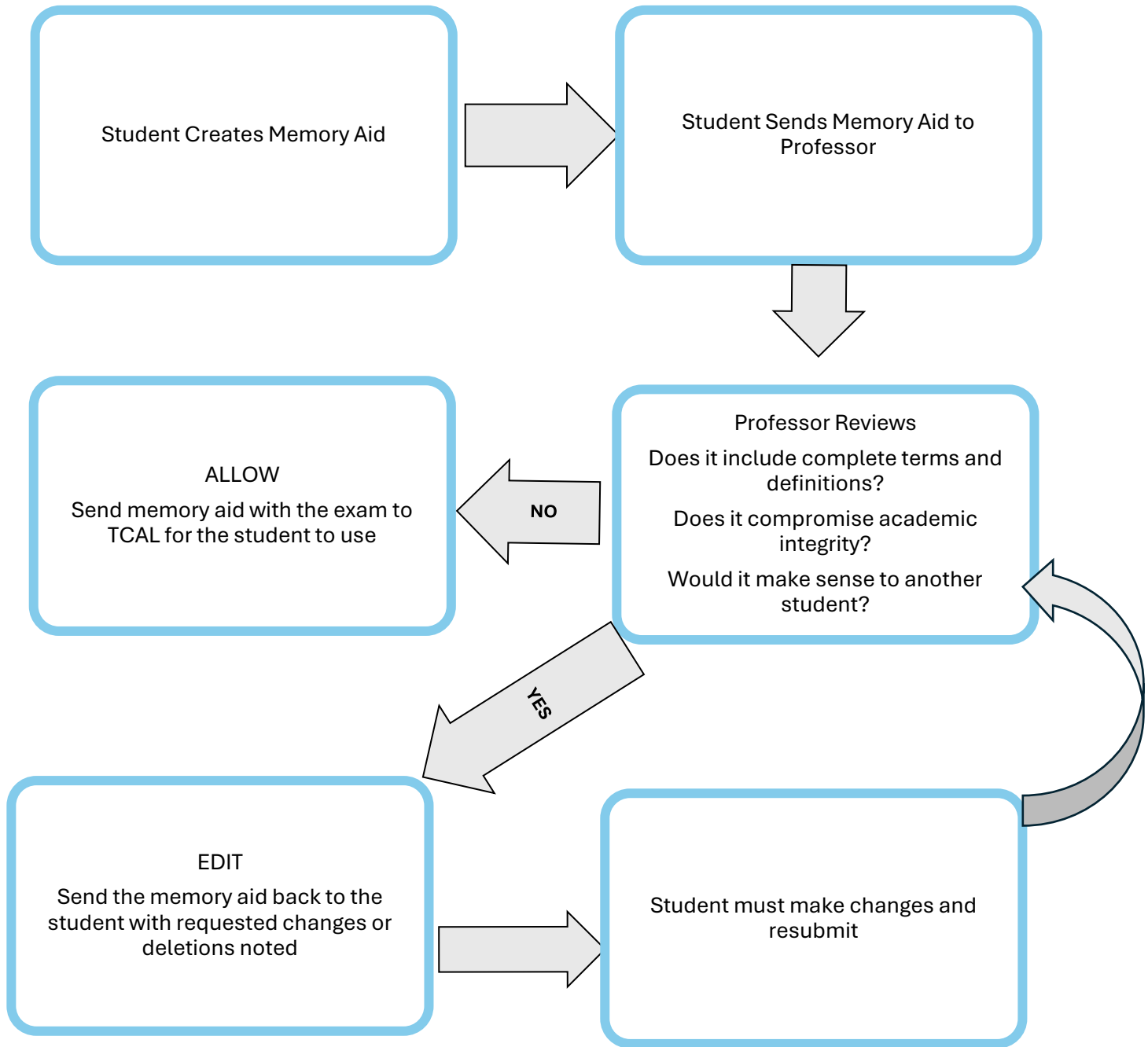
Instructors may:

- Approve as-is
- Edit or remove unapproved content
- Deny the aid if you and the student cannot agree on the content

<p> What Can Be Included:</p> <ul style="list-style-type: none">• Acronyms, rhymes, mnemonics• Diagrams, emojis, poems• Visual chains, and symbols• Only brief prompts, (i.e. a word) that support recall (not full answers)	<p> Not Allowed:</p> <ul style="list-style-type: none">• Full course notes or full definitions• Specific examples or solved problems• Any content that compromises academic integrity
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Important Reminders:

- Instructors can disallow a memory aid if they don't have time to review it or if it compromises academic integrity
- Only the memory aid approved by Professors will be attached to the test.
- The memory aid must be handed in with your completed test.





SAMPLES

Acronyms (coined words)

Qualities of a scientist:

- C**- curiosity
- H**- high intelligence
- O**- originality
- P**- patience
- P**- perseverance

Greatest rivers in the world:

- N**- Nile
- A**- Amazon
- M**- Mississippi
- O**- Ob
- Y**- Yangtze

Acrostics (creative sentences)

Doesn't a King put crowns on five Girl Scouts?

Domain, **K**ingdom, **P**hylum, **C**lass, **O**rders, **F**amily, **G**enus, **S**pecies

My very excited mother just sent us noodles.

Mercury, **V**enus, **E**arth, **M**ars, **J**upiter, **S**aturn, **U**ranus, **N**eptune

Visualization

1. Attach post-it notes to your furniture and recall the order of the furniture in your living room, etc. Visualize the object, and then visualize the label
2. Create your own charts, diagrams, mind maps, pictures

Rhymes and songs

Make up your own jingles and rhymes. (example: "I before e, except after c")

