**MEMORY AID Guidelines**

## What is a Memory Aid Sheet?

A Memory Aid Sheet is a **tool to trigger information** that the student has studied but may have difficulty recalling due to processing difficulties with memory, which is noted on their IEP under Assessment Accommodations.

### *What is Allowed on the Memory Aid:*

- ✓ Formulas
- ✓ Diagrams--- not labelled
- ✓ Graphic organizers, for example mind maps, flow charts
- ✓ Examples; Sample problems
- ✓ Abbreviations; pictures; doodles; symbols
- ✓ Definitions* which are shortened or coded, with teacher's permission
- ✓ Mnemonics or Acronyms
- ✓ Key words or terms
- ✓ Notes that help memory recall; includes only information that is difficult to remember

### *What is Not Allowed on or Considered as a Memory Aid:*

- ☒ Teacher created memory aids
- ☒ Pages taken directly from notebook
- ☒ Handouts
- ☒ Review sheets; old quizzes/tests
- ☒ Complete definitions*

> **Please Note:**
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> Be mindful of test design with respect to definitions. IEP students have access to a dictionary function on some Assistive Technology programs.

## Memory Aids :

- **MUST BE COMPLETE  and SIGNED BY TEACHER at least a day before the test**
- **Can be typed (12 pt font) or handwritten**
- **1 page; double-sided [template provided by Academic Resource Department]**
- **CANNOT be photocopied**
- **Will be stapled to completed test**

**Memory Aid Template can be accessed:**

- DPCLOUD > dYStaff >  Files > ARD
- School Website > Departments > ARD
- Room 112  (limited number)